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

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

Thursday 9 April 2015

DRAFT MINUTES

**Present:**

Cllr Trevor Andrews (Chair)

Cllr Diane Lockley (Vice-chair)

Cllr Terence Gardner

Cllr Ann Pendleton

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present.

**1. Apologies**

Cllr David Anderson, Cllr Kimberley Barnes and 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 12 March 2015.**

Cllr Pendleton proposed that the draft minutes of the Full Council Meeting held on 12 March 2015 be accepted as a true and accurate record, seconded by Cllr Gardner. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 12 March 2015.**

**862 – Litter and train access issues at Kilgetty Railway Station:** Clerk reported he had chased up Network Rail about the litter clearance from Kilgetty Railway Station. A reply was awaited.

**862 – Footpaths/pavements:** Clerk reported thatPembrokeshire County Council (PCC)had now confirmed that no formal report had been prepared following the inspection of the footpath at Fir Grove, Begelly. However, some remedial work had been identified. Clerk reported that he had not received any response from PCC’s Environmental Maintenance team at Templeton on footpath cleaning.

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**863 – Hanging baskets in Kilgetty:** Cllr Lockley confirmed that Tim Lewis at *Commercial Christmas (CC)* had now provided the relevant information to enable the Clerk to apply to PCC for permission to erect hanging baskets in Carmarthen Road, Kilgetty. A copy of this information had been passed to the Clerk. Clerk to let Cllr Lockley know when the application had been submitted to PCC. *CC* had not responded in respect of the lamp timer/socket outside Montrose Cottage.

**863 – School Crossing Patrols in Pembrokeshire:** County Cllr Pugh confirmed that the meeting scheduled for 20 March 2015 had been cancelled, as PCC policy had changed. No cuts in the service affecting Kilgetty were now planned.

**864 – PCC funding for Play Areas:** County Cllr Pugh was unaware of such funding despite the recent press article (copy provided by Cllr Andrews). County Cllr Pugh agreed to investigate and report back.

**866 - Japanese Knotweed on The Common:** Clerkconfirmed that action to address the infestation would be tackled by Mathew Tebbutt in the coming days. This would be through a course of chemical treatment over at least three seasons. See also BKCA report at item 17 below.

**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/Footpath widening in Begelly (Fir Grove area); footpath maintenance in Begelly and replacement and re-siting of Begelly Bus Shelter (outside Begelly Stores) –** County Cllr Pugh said that all work was going ahead including footpath remedial work. The longer term plan would include changes to the bus shelter. Review May 2015.
* **Renovation and upgrading of Community Centre by Valero –** County Cllr Pugh awaited news on the application for funding sent to Valero. County Cllr Pugh again confirmed that Folly Farm had offered help with paint costs and that he would speak again to the Co-operative. County Cllr Pugh also confirmed that the BKCA had received three quotes for the external painting of the building and they had accepted a quote from John Keeler of £2,200 (labour costs only). Cllr Anderson (through a written report read out by the Clerk) had confirmed that costs of materials of between £250-£500 (subject to support from Folly Farm and The Co-operative) would also need to be met. BKCA had now also requested that KBCC contribute toward the labour cost of £2,200. Members asked that this request be placed as an agenda item at the May 2015 meeting of KBCC.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) –** County Cllr Pugh reported that Legal Notices/Consultation processes are to

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 be instigated and that a Traffic Order was also required.Review July2015.

* **Potholes in GP surgery car park –** No change.County Cllr Pugh had asked the contractors, working on the Co-operative’s car park, to fill the pot holes but to no avail. In view of previous failed attempts by KBCC to improve the position by writing to the landowner and to PCC, Members reluctantly agreed to take this item off Action Tracking. However, see also item 7 below.
* **Remedial work to Kilgetty Play Area, including Rope Walk –** see item 11 below. Review May 2015.
* **Hanging baskets in Kilgetty and Lamp timer (outside Montrose Cottage) –** see item 4 above. Review May 2015.
* **Men’s Shed in Kilgetty (MSK) –** see item 12 below. Review May 2015.
* **Replacement printer for KBCC Clerk –** After a brief discussion on potential make and model printers, Cllr Gardner proposed that the Clerk be given authority to purchase a printer of his choice, which would be capable of undertaking KBCC work, up to a limit of £80. Seconded by Cllr Lockley. Vote taken – all in favour.

**6. Planning**

No planning applications had been received for discussion this month.

Other planning notices were noted by Full Council.

**7. County Councillor’s Report**

County Cllr Pugh provided the following update;

* Men’s Shed in Kilgetty’s new chair had approached Cllr Pugh to confirm that they were keen to move in to the KBCC office unit. See item 12 below.
* PCC had undertaken a litter clearance on the outskirts of Kilgetty on 18 March 2015 just prior to the Village Litter pick on 21 March. The Village Litter pick had seen around 20 bags of litter collected. Stepaside School had also helped. Equipment and protective clothing belonging to Keep Wales Tidy had been returned.
* The Wild Flower seedbed in the Community Garden had been seeded and another bed prepared for schoolchildren from Stepaside School.
* The centres of the roundabouts at Sageston and Carew had been seeded with Wild Flowers with help from PCC and Pembroke College. Keen to see the A477/A478 roundabout similarly improved.

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* An Extraordinary Meeting of PCC was to be held to discuss education provision in the North of the County. A Sixth Form Campus was looking to go ahead.
* The process to recruit a new Chief Executive of PCC was now underway. Meantime, Ian Westley continues as acting CEO.

At this point in the meeting, Cllr Andrews asked that a letter received from a local resident, Clifford Hall, be read out. This was regarding the condition of the pot holes at the Kilgetty surgery car park. County Cllr Pugh agreed to ask the Head of Property at PCC to look at the issue (again). Clerk was asked to respond to Mr Hall accordingly but to re-iterate that the car park was privately owned and not within KBCC’s jurisdiction.

County Cllr Pugh was thanked for his helpful report.

**8. Accounts for payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary and office costs £ 325.96

HMRC (PAYE) £ 76.00

SWALEC £ 9.90

Karl Butler (T/A *Dig It Garden Services*) £ 167.50

**Total £ 579.36**

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

County Cllr Pugh left the meeting at this point (8.00pm).

**9. Bank reconciliation for the Fourth Quarter 2014/15**

Clerk handed out copies of the bank reconciliation for Quarter 4 of 2014/15 which showed a balance of £35,307.88 at 29 March 2015. Members noted.

**10. Annual Audit 2014/15**

Clerk reported that he had now received the Annual Return for 2014/15 from BDO LLP (External Auditors) and would now commence the audit process. Clerk confirmed that he had spoken with Alan Marsh (Internal Auditor) and he had confirmed he was happy to undertake the internal audit.

**11. To consider an update on remedial work at Kilgetty Play Area.**

Clerk read out the three quotes received from KBCC’s grass cutter (Karl Butler) for improvement work at Kilgetty play area. These quotes had been arranged by Cllr Anderson, following his meeting with Mr Butler on site recently. Mr Butler had also been provided with a copy of the recent

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inspection report, to aid his quotations.

The quotes were as follows;

1. Remedial work to the Junior Play, Trim Trail, Swings and new netting on Rope Walk: £480.00p
2. Coating wooden elements of play area and gym equipment with wood preserver: £145.00p
3. Improving drainage, including new soak away, near to Swings: £380.00p

These quotes included labour costs and totalled £1,005.00p.

Cllr Gardner proposed that all quotes be accepted but that KBCC stipulate to Mr Butler that all work be undertaken by the end of June 2015. Seconded by Cllr Pendleton. Vote taken – all in favour. Clerk to action accordingly.

**12. To consider an update on the Men’s Shed in Kilgetty (MSK) initiative, including draft underlease for KBCC’s Office Unit.**

Members considered the draft underlease drawn up by the Clerk. Cllr Gardner proposed that the draft wording be approved and a copy be sent for consideration, signature and return to KBCC, to the Chair of MSK. Seconded by Cllr Lockley. Vote taken – all in favour.

BKCA had confirmed that some of KBCC’s filing cabinets could be stored in the small meeting room at the back of the Community Centre.

**13. To discuss ideas for improving the A477/A478 Trunk Road Roundabout**

Members had noted the improvement being carried out on the A477 roundabouts at Carew and Sageston and wondered if the Begelly Trunk Road Roundabout was also to be similarly improved. See also item 7 above. Clerk was asked to write to the Highways Agency to enquire if such work was proposed.

**14. To consider the next steps on the casual vacancy in Kilgetty Ward.**

Clerk summarised the latest position and confirmed that no local electors had petitioned PCC calling for an election to fill the vacancy. Full Council agreed to not instigate the formal Co-option process at this stage but asked the Clerk to mention the vacancy opportunity in the April 2015 Press Release.

**15. To consider news and other items for the KBCC website**

Clerk reported that PCC had responded to KBCC’s request for information on the number of ‘hits’ the KBCC pages were receiving. PCC had confirmed that

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They were unable to provide insight data for individual Community Council sites but could supply a report showing usage across the entire website. Data for the period 1 April 2014 to 17 March 2015 was read out. 22,807 page views had occurred in this period. Clerk also confirmed that PCC had agreed to cover the cost of the renewal of the Domain name as well as the management of the hosting and maintenance of the website from 1 April 2015 at no cost to Community Councils. However, PCC user support ceased from 31 March 2015.

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

**16. Community Centre Report.**

None but see item 5 above.

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

Although Cllr Anderson was not present, he had provided a written report which the Clerk read out;

* The Coffee Morning held in the Community Centre, Kilgetty, on 28 March 2015, raised approximately £400, with proceeds going to the Harriet Davis Trust.
* A 12 sq metre area in the Kilgetty play area has been prepared for the sowing of wild flowers by children from Stepaside School. The children can now take ‘ownership’ of the plot.
* The litter pick on 21 March 2015 was successful in that around 20 bags of litter had been collected. The Co-operative had also tidied their area. However, BKCA was a little disappointed in the lack of support from local residents.
* Cllr Anderson had met with Karl Butler to discuss grass cutting and Mr Butler now understands the remit which includes the bund in the play area.
* The Japanese Knotweed infestation near to the Community Garden, Kilgetty, is being addressed by expert local resident, Mathew Tebbutt, with help from BKCA. Spraying and other means to eradicate the plant will take place over the coming days.
* Quotes for the external painting of the Community Centre had been discussed by BKCA and a decision made. See item 5 above.
* A Cherry tree, kindly donated by Brenda Allen, has been planted in the Community Garden.

**18. Correspondence**

Cllr Andrews brought forward the main items of correspondence;

* Request from the Welsh Ploughing Association for financial support toward the All Wales Ploughing Championship in September 2015.

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 Members declined this request.

* PCC update on LDP land allocations and larger sites in the National Park
* Consultation on opening hours of Crane Cross Civic Amenity Site: Tenby Town Council response
* Letter from Angela Burns AM/AC about launch of the Carnegie UK Trust’s Field Finders campaign
* Request from One Voice Wales for Motions for the 2015 Annual Conference: none put forward by KBCC
* OVW response to the Welsh Government on the Reforming Local Government: Power to Local People White Paper
* Email from Peter Absolon (Pembs. Rail Travellers’ Assoc.) about rail issues in the County. Includes an item on lack of a station adopter at Kilgetty
* Listing of OVW training events for Councillors

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

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

Clerk reported that he had met with Western Power Distribution and had given his consent (on behalf of KBCC) for the cutting back of tree crowns near to poles and wires on The Common (for safety reasons). Members noted.

**20. Any Other Business**

None.

There being no further business, the meeting closed at 8.45pm.

Kilgetty, Begelly Community Council

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