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

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

Thursday 14 May 2015

DRAFT MINUTES

**Present:**

Cllr Trevor Andrews (Chair)

Cllr Diane Lockley (Vice-chair)

Cllr David Anderson

Cllr Ann Pendleton

Cllr Janet Ward

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was not present.

**1. Apologies**

Cllr Kimberley Barnes and Cllr Terence Gardner.

**2. Declarations of Interest**

Cllr Ward declared a Personal Interest in one planning application on Agenda item 8 and Cllr Anderson declared a Prejudicial Interest in Agenda item 15.

**3. To Elect the Chair of KBCC for 2015/16.**

Cllr Anderson considered that Cllr Andrews had done a good job as Chair during 2014/15 and proposed that Cllr Andrews be re-elected as Chair for 2015/16. Seconded by Cllr Ward. Vote taken – 4 in favour, 1 abstention.

**4. To Elect the Vice Chair of KBCC for 2015/16.**

Cllr Andrews proposed that Cllr Lockley be re-elected as Vice Chair of KBCC for 2015/16. Seconded by Cllr Anderson. Vote taken – 4 in favour, 1 abstention.

**5. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 9 April 2015.**

Cllr Lockley proposed that the draft minutes of the Full Council Meeting held on 9 April 2015 be accepted as a true and accurate record, seconded by Cllr Anderson. Vote taken – 3 in favour, 2 abstentions.

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**6. Matters Arising from the Minutes of the Full Council Meeting held on 9 April 2015.**

**868 – Litter and train access issues at Kilgetty Railway Station:** Cllr Anderson confirmed that the litter clearance at the railway station had now been undertaken.

**869 – Japanese Knotweed on The Common:** Clerk reported that Matthew Tebbut had confirmed that treatment would take place between June and August, at different stages of growth of the knotweed. Full Council agreed to this experimental process. In addition, Mr Tebbut had asked for a contribution toward the cost of his new Stem Injector. Members re-iterated Full Council’s earlier decision that it was prepared to fund the cost of materials only (up to £100).

**869 – Renovation and upgrading of Community Centre:** Cllr Anderson confirmed that Folly Farm had now kindly donated the paint for this work.

**870 – Pot holes in GP surgery car park:** Clerk reported that he had sent photographs of the pot holes to the Co-operative in Manchester. The Co-operative had acknowledged the complaint and had asked various contacts to respond to the Clerk on this issue.

**870 – Men’s Shed in Kilgetty (MSK):** Clerk confirmed that MSK had yet to send back a signed copy of the underlease for the KBCC office building. Members reminded the Clerk to approach MSK for the keys to the unit.

**871 – Remedial work at Kilgetty Play Area:** Clerk reported that Karl Butler had said he had begun treatment of the timber at the Play Area. Clerk also reported that the latest quarterly inspection of the Play Area by Gordon Taylor had found that one of the flat seats on the swings was damaged and there were dog bite marks on one of the cradle seats. Clerk was asked to write to *Tawny Wood* to see if they could repair the damage or advise on an appropriate contact that might undertake repair work.

**872 – Improvements to the A477/A478 Trunk Road Roundabout at Begelly:** Clerk confirmed that Edwina Hart, AM/AC, Minister for Economy, Science and Transport, WG, had confirmed that although funding for this year had been committed, she had asked her officials to ensure that (wild flower) planting will be carried out next year. Members were grateful for this response but asked the Clerk to write to the Minister to ensure that KBCC be part of any discussions on the improvements to the roundabout.

**872 – Casual Vacancy in Kilgetty Ward:** Clerk highlighted the casual Vacancy process and reported that no expressions of interest had been received in the councillor vacancy, following last month’s press release. Members agreed that no further action be taken at the present time.

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**7. 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 Thomas Chapel junction/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 had provided a written update which confirmed that both the Police and Pembrokeshire County Council (PCC) were now supportive of revised proposals, including introducing a 30 mph speed limit from Thomas Chapel Junction, south to the roundabout. A site visit had been carried out to establish a location for the VAS, to be funded by KBCC. In respect of the footpaths in Begelly, PCC had inspected them and defects identified. Remedial work is to be carried out ‘as soon as possible’. Cllr Anderson reported that a second local resident (Mrs P Lewis) had stumbled and fallen over, injuring herself, on the footpath in Begelly. Clerk asked to inform PCC. Review July 2015.
* **Renovation and upgrading of Community Centre by Valero –** John Keeler was currently undertaking the re-painting of the Community Centre and a good job was being done. This work had also identified the need to undertake repair work to soffits at the front of the building. Review June 2015.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) –**

PCC reported that it continued to enforce on street parking in Kilgetty and had noticed a reduced level of contravention since the Co-operative had installed the lift. County Cllr Pugh’s written report confirmed he had continued to chase Darren Thomas about removing the parking bays along Carmarthen Road in order to introduce continuous double yellow lines. Draft Traffic Orders not yet completed. Review July 2015.

* **Potholes in GP surgery car park –** PCC had again confirmed that as this was private land they were not able to contribute toward maintenance of the area. See also item 6 above. Review June 2015.

* **Remedial work to Kilgetty Play Area, including Rope Walk –** see item 6 above. Review July 2015.
* **Hanging baskets in Kilgetty and Lamp timer (outside Montrose Cottage) –** see item 15 below. Review June 2015.
* **Men’s Shed in Kilgetty (MSK) –** see item 6 above. Review June 2015.
* **Replacement printer for KBCC Clerk –** Clerk to take forward in due course. Members agreed to remove from Action Tracking.

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**8. Planning**

Full Council considered the following planning applications;

* **NP/15/0213/FUL – Erection of single storey side extension at The Poplars, Cross Lanes, Kilgetty.** Cllr Ward declared a Personal Interest in this item. Cllr Anderson proposed recommending approval of this application, seconded by Cllr Pendleton. Vote taken – all in favour.
* **15/0096/PA – Upgrade to base installation, Kilgetty Farm, Stepaside.** Cllr Lockley proposed recommending approval of this application, seconded by Cllr Ward. Vote taken – all in favour.
* **15/0023/AD – 4x non illuminated wall mounted car park panels at The Co-operative, Kilgetty.** Cllr Anderson proposed recommending approval of this application, seconded by Cllr Lockley. Vote taken – all in favour.

Other planning notices were noted by Full Council.

**9. County Councillor’s Report**

Although County Cllr Pugh was not present he had provided a written report. Feedback from his report had been discussed in the items above. Additionally, County Cllr Pugh reported that Stepaside School were holding an ‘Open Afternoon’ on Monday, 8 June from 4pm. Councillors were invited to attend.

**10. To consider an update on the Control of Horses (Wales) Bill.**

Following the recent siting of horses on the Miner’s Field, Kilgetty, the Clerk had written to Angela Burns, AM/AC and to the Charity Commission for advice. Angela Burns stated that she was aware that PCC was not using new powers which they have been given under the Control of Horses (Wales) Bill to remove horses from private land. PCC was one of a few local authorities in Wales that was not implementing the Bill. In separate correspondence, PCC had confirmed that they would act to remove horses if there were welfare issues but as the Act is discretionary and PCC has devoted no budget or staffing resource to this issue, they expect landowners to instigate their own legal action to remove horses. Clerk had written to the Charity Commission (CC) in this regard. The CC had responded by saying that they (the CC) were not the landowners and that the land was held on trust by the charity’s trustees. The CC is therefore unable to become involved in this case. Clerk was asked to seek clarification from the CC on establishing who the legal owners of the land are in this case. Cllr Anderson suggested a notice be erected asking for the horses to be removed from this private land – signed by the three trustees.

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**11. To approve KBCC’s Annual Insurance Renewal**

Clerk reported that Aon UK Ltd had now sent the Annual Insurance renewal and had offered a reduced premium, providing that KBCC sign up for a three year long term agreement (LTA). This LTA totalled £1,706.96 for 2015/16 commencing 1 June 2015. Clerk reported that conditions attached to the policy had also improved. Members noted that KBCC had not encountered any problems with Aon UK Ltd and Cllr Lockley proposed that KBCC accept the offer of a LTA with Aon UK Ltd and also proposed that the premium of £1,706.96 be paid. Seconded by Cllr Anderson. Vote taken – all in favour.

**12. End of Year Expenditure Report for 2014/15**

Clerk handed out copies of the end of year expenditure report for 2014/15. Members noted and thanked the Clerk for his work on this report.

**13. To approve Section 3 of the Annual Audit Return for 2014/15**

Clerk reported that the Internal Audit had now been completed by Alan Marsh and no observations had been made. Cllr Lockley proposed that Section 3 be approved by Full Council and signed by the Chair. Seconded by Cllr Ward. Vote taken – all in favour.

**14. To consider a financial contribution toward the labour costs of painting the Community Centre, Kilgetty**

Cllr Anderson left the room at this point (8.40pm) having declared a Prejudicial Interest. Cllr Andrews proposed that this item be discussed at the June 2015 meeting of KBCC after a formal request for funding had been received by BKCA. Members agreed. Cllr Anderson returned to the room (8.41pm).

At this point (8.43pm), Cllr Lockley proposed that Full Council come out of session, seconded by Cllr Ward. Vote taken – all in favour.

Cllr Lockley proposed that Full Council return to session, seconded by Cllr Ward. Vote taken – all in favour. (8.50pm)

**15. To consider an update on the purchase of artificial flowers (hanging baskets) and the purchase of a socket and lamp timer for Christmas 2015 for Kilgetty**

Cllr Lockley informed Members that she had now established contact with Tim Lewis at *Commercial Christmas (CC).* Mr Lewis had now sent invoices for both elements of work. In respect of the hanging baskets, the Clerk informed Council that PCC had now asked for KBCC to provide more information on the attachments being used to hang the baskets on the lamp posts. Clerk had spoken with Mr Lewis who had agreed to provide an image to send to PCC.

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Cllr Lockley proposed that KBCC accept the quote from *CC* to supply and fit the 8 hanging baskets, totalling £1,296.00 (including VAT) and that the invoice be paid as soon as the work had been completed by *CC*. Seconded by Cllr Anderson. Vote taken – all in favour.

In respect of the timer and socket for the Christmas lighting, PCC had now asked for a new licence application to be made for Christmas 2015. Cllr Anderson proposed that the Clerk take this work forward and apply for the new licence, seconded by Cllr Lockley. Vote taken – all in favour.

**16. Accounts for payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary £ 312.00

HMRC (PAYE) £ 78.00

SSE/SWALEC £ 24.59

Karl Butler (T/A *Dig It Garden Services*) £ 272.50

Alan Marsh (Taxation) Ltd £ 60.00

Aon UK Ltd £ 1706.96

**Total £ 2,454.05**

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

**17. To consider an update from Cllr Lockley on the One Voice Wales’ Area Committee meeting**

Cllr Lockley requested that this item be delayed until the June 2015 meeting of KBCC.

**18. To consider news items and revised Councillor contact details for the KBCC website**

Cllr Lockley confirmed that she was putting together a listing of useful telephone numbers and other interesting items. This could include, for example, gardening tips. Cllr Lockley asked that suggestions be sent through to her.

Clerk reported upon recent (Local Government (Democracy) (Wales) Act 2013) and upcoming legislation that would require additional KBCC information to be made available through the website. Members noted that the Welsh Government was proposing that information on councillors would need to be made available on the website (political affiliation, the Member’s Ward, committee membership, etc) but that contact details for individual Members could still be via the Clerk.

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**19. To update KBCC’s Register of Members’ Interests in line with new legislation**

In addition to the additional information mentioned at item 18, a current Register of Members’ Interests would also need to be placed on the website. The Clerk had drawn up a suitable document but as a template was also being designed by OVW, Members asked that this item be placed on the agenda for the June 2015 meeting of KBCC. The Clerk had copied the KBCC draft to OVW. The OVW document could be ready by the time of the June 2015 meeting. Other information required by the Act to be placed on the website was already being met by the Clerk.

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

**20. To note Revised Guidance on The Code of Conduct for Members of Community Councils**

Clerk informed Full Council that the Public Services Ombudsman for Wales, Nick Bennett, had published revised guidance on the Code of Conduct for members of Community Councils. A copy was given to all councillors present. The Clerk drew attention of Members to the flowchart within the document which had been designed to provide Members with assistance and clarity on the issue of declaring Interests.

**21. Community Centre Report.**

None.

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

Cllr Anderson provided the following report;

* The Kilgetty-in-Bloom judging day would be 15 July 2015.
* BKCA wished to thank Folly Farm for their kind donation of paint for the Community Centre
* The Table Top and Plant Sale will take place in June 2015 – final date awaited.
* BKCA had received a complaint from a local resident about the state of the GP surgery car park.

**23. Correspondence**

Cllr Andrews brought forward the main items of correspondence;

* Telephone call via the Clerk from Mr Mike Morgan of Parsonage Lane,

 Begelly, requesting various improvement works in Parsonage Lane. A copy of his requests to be sent to County Cllr Pugh, as some issues are the responsibility of PCC (tree trimming and road surface

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 improvements). Clerk to inform Mr Morgan and report back to him on litter picking and grass cutting that has taken place.

* Email from PCC Monitoring Officer confirming that next Community Council elections are scheduled for 2017. Laurence Harding also confirmed his retirement at the end of April 2015.
* PCC email about temporary road closures in Longstone.
* PCC notification of payment of 1st precept payment for 2015/16 of £7k.
* Request from Gary Yates, Carers UK, to come and talk to KBCC about his work as a Carer Ambassador. Request declined at this stage.
* Letter from Mrs Anne Pugh requesting new play equipment for smaller children and commenting on need for various remedial work within Kilgetty play area. Members agreed to put the request for new play equipment for smaller children on the agenda for the June 2015 meeting. Clerk to respond to Mrs Pugh accordingly but to also update her on remedial work being taken forward at the play area by *Dig It Garden Services.*

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

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

None.

**20. Any Other Business**

Cllr Pendleton offered her apologies, in advance, for the June 2015 meeting.

Cllr Lockley asked if the Clerk could request that *Dig It Garden Services* cut the small triangle of grass outside the Reynalton Village Hall doorway when next they were in the area. Cllr Lockley confirmed she had attended the latest meeting of the Reynalton Hall Association and had explained KBCC’s grass cutting schedule to them. Cllr Lockley also mentioned forthcoming events in Reynalton;

* Craft and Coffee Morning – August Bank Holiday
* Musical event in December

There being no further business, the meeting closed at 10.10pm.

Kilgetty, Begelly Community Council

May 2015

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