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

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

Thursday 8 October 2015

DRAFT MINUTES

**Present:**

Cllr Diane Lockley (Chair of meeting)

Cllr David Anderson

Cllr Janet Ward

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present.

**1. Apologies**

Cllr Trevor Andrews, Cllr Terence Gardner and Cllr Ann Pendleton.

Cllr Lockley reported that Cllr Gardner had now been absent from Council meetings for a period of just under 6 months due to ill health but proposed that Full Council agree to extend his approved period of absence for a further three months, in the first instance. This is in line with the Local Government Act 1972 section 85. Seconded by Cllr Ward. Vote taken – all in favour.

Cllr Lockley also reported that Kimberley Barnes had now resigned as a councillor for Kilgetty Ward due to personal circumstances and was expecting a baby in April 2016. Clerk was asked to write to Miss Barnes to thank her for her work as councillor and to congratulate her on her good news. In addition, the Clerk agreed to inform the Electoral Services Manager at Pembrokeshire County Council (PCC).

County Cllr Pugh informed Members that David Thomas, an ex-Community Councillor with KBCC, had recently passed away. Clerk was asked to send a sympathy card to Mrs Thomas and her family on behalf of KBCC.

**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 10 September 2015.**

Cllr Anderson proposed that the draft Minutes of the Full Council Meeting held on 10 September 2015 be accepted as a true and correct record, seconded by Cllr Ward. Vote taken – all in favour.

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**4. Matters Arising from the Minutes of the Full Council Meeting held on 10 September 2015.**

None.

**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 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 reported that the six week consultation process on reducing the speed limit in Begelly was going ahead. He added that yellow ‘rumble’ strips would be part of the work and once work had finished on reducing the speed limit, speed monitoring would take place to prove the need for any KBCC funded Vehicle Actuated Sign (VAS) installation. County Cllr Pugh also reported that footpath improvements had begun in Begelly with the introduction of dropped kerbs in the vicinity of Begelly Stores and Fir Grove. In addition, PCC had agreed to close the brick built bus shelter outside Begelly Stores and install a Perspex shelter just south of the existing location. Plans for the bus shelter’s new location would be shown to KBCC in due course. Review all these issues in November 2015.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) –**

County Cllr Pugh reported that PCC now needed to consult with disabled users and had noted KBCC’s strong desire to see a prohibition of all parking of any vehicles, at any time, between the Co-operative Store and the Railway Bridge, Kilgetty. Review November 2015.

* **Remedial work to Kilgetty Play Area –** See item 14 below.Review November 2015.
* **Purchase and installation of a lamp timer and socket (outside Montrose) -** Clerk reported that he had not heard back from Tim Lewis, despite another email chase-up. Cllr Anderson suggested that, as this was the last year of the contract with *Commercial Christmas (CC)*, KBCC now await installation of the Christmas lighting by *CC* to see if the timer and socket would be installed at that time. Review November 2015.

**6. Planning**

Full Council considered the following planning applications;

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**15/0634/PA – Variation of condition 14 of ref 11/1146/PA at plot adjacent to Broom Cottage, Thomas Chapel, Kilgetty.** Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – all in favour.

**15/0648/PA – Replace existing timber stairs with metal stairs at The Hawthorns, Stepaside, Narberth.** Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Ward. Vote taken – all in favour.

**15/0663/PA – Erection of agricultural building to house livestock on land at Bangeston, Stepaside, Narberth.** Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – all in favour.

**15/0664/PA – Temporary dwelling application for a rural enterprise worker on land at Bangeston, Stepaside, Narberth.** Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – all in favour.

**15/0719/PA – One detached affordable dwelling (in perpetuity) on land south of Highgrove, Reynalton, Kilgetty.** Cllr Lockley declared a Personal Interest in this item. Cllr Lockley noted that the access point to this site was on private land and could be outside the Reynalton village boundary. The 2013 adopted LDP and associated maps were referred to in discussion. Cllr Anderson proposed that this application be recommended for approval subject to the dwelling being within the adopted LDP. Seconded by Cllr Ward. Vote taken – all in favour.

Other planning notices were noted by Full Council, including plans for a PCC site visit to 15/0137/PA – Residential development for 55 dwellings and associated works at land north of James Park, Kilgetty.

**7. County Councillor’s Report**

County Cllr Pugh provided the following updates;

* A grass bank not being cut on the south west corner of Begelly roundabout will be added back on to PCC’s grass cutting schedule.
* Cllr Pugh had spoken to the Clerk and Paul Harries, head teacher at Stepaside School, about the cutting of grass outside the school in Carmarthen Road. See item 15 below.
* Gypsy horses had again briefly appeared in the play area in Kilgetty but had now been removed. There had also been instances of fly-grazing in Monkton and PCC was now looking closer at the potential of prosecuting, if owners of horses could be proved.

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* BKCA did not wish to see any additional play equipment installed in Kilgetty play area until existing remedial work had been completed. Cllr Pugh noted that the proposed new housing development would see a children’s play area at the eastern end of the development.
* Welsh Government has put on hold Local Government re-organisation plans until after next year’s Welsh Assembly elections.

Cllr Anderson asked County Cllr Pugh if an additional rubbish bin could be placed outside the entrance to the community garden in Kilgetty. County Cllr Pugh agreed to investigate and noted that the bin alongside the bus stop in Carmarthen Road, Kilgetty, had yet to be replaced. In answer to a query raised by Cllr Anderson about the use of the community centre by the local gun club, County Cllr Pugh said he would arrange for the Clerk to be sent a copy of the Gun Club’s insurance policy.

County Cllr Pugh was thanked for his helpful update.

**8.** **To consider retrospective approval of the costs of moving play bark into Kilgetty play area.**

Clerk reported that the play bark had been delivered, as agreed by KBCC, by the contractor but due to wet ground conditions had been placed in bags outside the kissing gate entrance in Carmarthen Road, Kilgetty. After consulting with Cllr Anderson and County Cllr Pugh, Clerk had asked Karl Butler to move the play bark into the play area. This had been actioned at a cost of £160. Cllr Lockley proposed that retrospective approval of this cost be given. Seconded by Cllr Anderson. Vote taken – all in favour.

**9. To consider and approve charitable donation requests from Harriet Davis Trust and St Mary’s Church, Begelly.**

Clerk confirmed that a request for KBCC support toward the cost of floodlighting at St Mary’s Church, Begelly, had been received. Cllr Lockley proposed that a Section 137 donation of £100 be approved. Seconded by Cllr Ward. Vote taken – all in favour.

Clerk reported that no request for a charitable donation had been received from the Harriet Davis Trust. Members agreed that this item be placed on the agenda for the November 2015 meeting.

**10. Accounts for Payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary, office expenses and play bark costs £ 544.80

HMRC (PAYE) £ 78.00

Karl Butler – grass cutting and costs of play bark move £ 412.50

Pembrokeshire CAB – charitable donation £ 100.00

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Cruse Bereavement Care – charitable donation £ 100.00

Macmillan Cancer Support – charitable donation £ 100.00

St Mary’s Church – S137 donation £ 100.00

**Total £ 1435.30**

Cllr Ward proposed that all these payments be made. Seconded by Cllr Anderson. Vote taken – all in favour.

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

As agreed by Members, this item was brought forward on the agenda. Cllr Anderson reported the following;

* The Country Fayre and Tea Tent event held in the summer raised just over £200. However, this may be the last of its kind due to lack of new volunteers.
* County Cllr Pugh and Cllr Anderson reported that an application had been made to the Charity Commission to release some ‘ring fenced’ funding that had been kept for a new hall, now unlikely to materialise. This was now needed for release into a general account in order to fund improvements on the community centre.
* Further improvements to the interior of Begelly-Kilgetty Community Centre are planned for the autumn, subject to available funding. A recent donation from a local resident, which will help with the costs of these improvements, had been gratefully received.
* Future events at the Community Centre include a St Mary’s Church Table Top Sale on 21 November 2015; a BKCA Table Top Sale on 5 December 2015 and a Mince Pie and Music event on 10 December 2015. A quiz night is being arranged for late November 2015 but details have yet to be confirmed.

**12. Bank Reconciliation for the second quarter of FY 2015/16.**

Clerk handed out copies of the Bank Reconciliation for the second quarter of 2015/16. Members noted.

**13. To note changes to the External Audit arrangements for the next three years.**

Clerk reported that the Wales Audit Office had written to confirm that Grant Thornton UK LLP had been appointed as KBCC’s external auditor for the next three years, with an option to extend for an additional two years. The audit would also include a new section, highlighting ‘thematic’ areas for review. Members noted this change to KBCC’s external auditor.

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

Cllr Anderson reported that he and some BKCA members had spread the new

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play bark. Some play bark had been kept in reserve. Clerk reported that he had spoken with Neil McCarthy at PCC about the new PCC Play Area grant for 2015/16. Mr McCarthy had confirmed that only the Begelly play area would be eligible for funding and not Kilgetty play area. No further action at this point. County Cllr Pugh said he would speak to Men’s Shed in Kilgetty (MSK) in due course about remedial work to some of the play equipment and fence/gate, as highlighted in the annual inspection. County Cllr Pugh confirmed that he retained the hard copy of this report. See also item 7 above.

**15. To consider and approve an amendment to the 2015 KBCC grass cutting contract.**

Further to item 7 above, Clerk confirmed that the area of grass at the south side of Stepaside School, Kilgetty, had not been included in the KBCC grass cutting contract since the 2011-13 contract. Cllr Lockley was not sure if this was an omission or was part of the changes made by KBCC at the start of 2014 to its grass cutting contract. After a brief discussion, Cllr Anderson proposed that this area of grass be added to KBCC’s contract next year and that a one-off cut be undertaken shortly. Seconded by Cllr Ward. Vote taken – all in favour. Clerk confirmed that KBCC’s contractor, Karl Butler, had submitted a quote for a one-off cut of this grass bank at a cost of £50. Cllr Lockley proposed that this quote be accepted. Seconded by Cllr Ward. Vote taken – all in favour. Clerk was asked to take forward with Karl Butler.

**16. To consider an update on meetings/training hosted by One Voice Wales (OVW).**

Cllr Lockley reported that she had attended the latest meeting of the Town and Community Council Liaison group on behalf of OVW. This group would see representatives of the voluntary sector join their next three meetings. Cllr Lockley reported upon the draft Charter between PCC and all Town and Community Councils in the county. A copy was given to all Members present. The Clerk was asked to send copies to those Members absent. Cllr Lockley confirmed that KBCC would review this draft Charter at its next meeting. In respect of the OVW Area Committee, Cllr Lockley reported that OVW had confirmed that their membership in Pembrokeshire was increasing but that a further recruitment drive would take place. The meeting had also discussed the Local Democracy White Paper and this year’s OVW Annual Conference. Cllr Lockley would not be attending.

**17. To consider news items/events/text for the KBCC website.**

Clerk reported that Margaret Moffat had provided details one event at St Mary’s Church which he had placed on the website (Griffon Choir concert). In addition, Clerk had placed details of members’ paid expenses on the website, in line with a request from the Welsh Government’s Independent Remuneration Panel for Wales. Clerk also highlighted proposed changes in

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the remuneration of Members of Town and Community Councils. These included the approval of payments of an allowance for the care of dependents to be met where necessary in order to allow Members to attend Community Council meetings. KBCC website address is: [www.pembstcc.co.uk](http://www.pembstcc.co.uk)

**18. Community Centre Report.** None.

**19. Correspondence**

Cllr Lockley brought forward the main items of correspondence;

* PCC poster about a survey of gypsy and travellers’ needs in the county. Clerk has placed a copy in the community notice boards.
* Donation request from the Llangollen International Music Festival. No donation agreed by Members.
* Leighton Andrews, Welsh Government, letter about Preparing for Public Services Boards.
* Various PCC events.
* PCC request for feedback on Ironman 2015 – none provided by KBCC.
* Bus survey – Cllr Anderson to complete.

All other correspondence was noted.

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

None.

**21. Any Other Business**

Cllr Ward gave advance apologies for the November 2015 meeting of KBCC. In addition, Cllr Ward highlighted over hanging hedges and trees in Ryelands Lane (opposite the entrance to Heritage Gardens) which she considered to be an obstacle to pedestrians, who were having to walk in the road as a result. Cllr Ward agreed to provide the Clerk with location details in order that a letter could be sent to the owner of the property concerned.

Cllr Lockley reported upon a continuing danger in Sardis Road, Sardis, near to Windy Hill. Previously, KBCC had reported to PCC a dangerous bend in the road at this point and a hedge bank had been installed as a result. An ungated entrance (with steep drop beyond) had seen some small cones placed at this entrance to help drivers coming from the Sardis direction be aware of the drop but these had disappeared. Recently, summer visitors to the area had expressed concern to Cllr Lockley about the gap and the particularly poor vision of the bend and drop during dusk and at night. Clerk was asked to review and highlight to PCC.

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

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