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

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

Thursday 10 March 2016

DRAFT MINUTES

**Present:**

Cllr Trevor Andrews (Chair)

Cllr David Anderson

Cllr Ann Pendleton

Cllr Janet Ward

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was not present at the meeting.

**1. Apologies.**

Cllr Diane Lockley

**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 11 February 2016.**

Cllr Anderson proposed that the draft Minutes of the Full Council Meeting held on 11 February 2016 be accepted as a true and correct record, seconded by Cllr Pendleton. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 11 February 2016.**

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) –** To be reviewed in April 2016.

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* **Improvements to traffic flow through Kilgetty (Carmarthen Road) –**

To be reviewed in April 2016. Cllr Anderson mentioned that Pembrokeshire County Council (PCC) had agreed to move the litter bin, currently outside the old Post Office, to a position alongside the bus stop outside the Co-Operative.

* **Remedial work to Kilgetty Play Area –** As County Cllr Pugh was not present, Full Council agreed to review in April 2016.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** Members agreed to review in April 2016.

**6. Planning**

KBCC considered the following planning applications and made the following recommendation and comment to PCC;

**15/1218/PA – First floor bedroom over existing garage and construction of new detached garage at Valley Crest, Kilgetty SA68 0UL.** Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Pendleton. Vote taken – all in favour.

**15/1130/DC - Discharge of pre-commencement requirements of planning conditions 5,7,9,10 and 12 of planning permission 15/0137/PA at Land north of James Park, Kilgetty SA68 0YD.** Full Council did not make any recommendation due to lack of technical information on the pre-commencement conditions. Full Council remained concerned about the dispersal of surface water from the site and the effect this might have on neighbouring properties.

Other planning notices were noted by Full Council.

**7. County Councillor’s Report**

County Councillor Pugh was not present and so no report was provided.

**8. Accounts for Payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary £ 312.00

HMRC - PAYE £ 78.00

The Tenby Observer Ltd (advert for grass cutting tender) £ 60.00

**Total £ 450.00**

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

**9. To consider the Monitoring Officer’s offer of Code of Conduct training for KBCC members.**

Members briefly discussed the Monitoring Officer’s letter dated 17 February 2016 in which she offered to undertake a short training course for KBCC in relation to the Code of Conduct. Clerk also mentioned that Manorbier Community Council had invited KBCC Members to their Code of Conduct training course, provisionally arranged with the Monitoring Officer, for 6 June 2016 at 6pm. Members agreed that they would try and join any training session that neighbouring Community Councils, such as Amroth, East Williamston and Templeton, might be hosting. Cllr Anderson said that one issue he would like to raise at some point was the role played by KBCC in the PCC planning process and whether its views were actually taken into account in the decision making.

Clerk also mentioned that the Welsh Government had notified all Town and Community Councils that The Local Authorities (Model Code of Conduct)(Wales)(Amendment) Order 2016 would come into force on 1 April 2016. This Order had involved amending the Model Code of Conduct and the Welsh Government had now stipulated that authorities had until 26 July 2016 to adopt the revised Code of Conduct. Clerk was asked to compare the existing KBCC Standing Orders with the 2016 amended Model Code of Conduct and report back at the April 2016 Full Council meeting.

**10. To receive an update on the Remuneration of Members of Town and Community Councils.**

Clerk reported that the Independent Remuneration Panel for Wales Annual Report 2016/17 had now been published. The panel had introduced new permissive powers to allow for Community Council Members to receive various allowances in carrying out their duties. Members could elect to forgo all or part of these allowances, which were read out in full by the Clerk. Members noted the eligible allowances. Clerk said that any allowances paid during the year would be disclosed on the KBCC website and be reported to the panel by 30 September each year.

**11. To consider and approve KBCC’s grass cutting Tender for 2016.**

Clerk reported that 4 enquiries had been received following publication of KBCC’s Tender opportunity and that 3 tenders had been received. These were from *Dig It Garden Services, All The Seasons Gardening Services* and *The Cutting Hedge Gardening and Landscapes.* Full Council discussed the merits of each tender and agreed that a new contractor be given the opportunity to undertake KBCC’s grass cutting work for 2016 (one year only). Cllr Ward proposed that *All The Seasons Gardening Services* be approved as

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KBCC’s grass cutting contractor for 2016. Seconded by Cllr Pendleton. Vote taken – all in favour. Cllr Anderson offered to meet with Russell Evans, Proprietor of *All The Seasons Gardening Services* prior to the first cut of grass but after Cllr Anderson had returned from holiday (around 11 April 2016). Clerk to inform Mr Evans accordingly.

**12. To consider the role of Trustee(s) of Miner’s Field, Kilgetty.**

Clerk reported that he had yet to hear back from the Scout Group despite a recent chase-up. Members agreed to defer discussion until the April 2016 meeting.

**13. To receive and consider an update on meetings and news items from One Voice Wales (OVW), including approval of KBCC’s representative(s) on OVW Area Committee for 2016-17.**

Cllr Lockley was not present. However, after a brief update on OVW training, Members agreed that Cllr Lockley continue as KBCC’s representative on the OVW Area Committee. No nominated deputy to be provided.

**14. To consider and approve next steps in respect of the 7 Casual Vacancies on KBCC.**

 Clerk reported that the appropriate Notice of Casual Vacancy had been displayed recently in respect of Cllr Gardner’s resignation. However, Full Council could advertise for Co-Option of the remaining 6 vacancies at any time. Cllr Andrews proposed that the Clerk take forward the Co-Option process in respect of these 6 vacancies (covering both Wards) and that an advertisement be placed in *The Tenby Observer*. Seconded by Cllr Pendleton. Vote taken – all in favour.

**15. To consider and agree action (if any) in respect of the build-up of litter in the surgery/community centre car park.**

Members were not aware of any further problems although Cllr Anderson did note that litter did occasionally build-up alongside the existing litter bins, adjacent to the public toilets. Members agreed to keep this matter under review and asked the Clerk to add to ‘Action Tracking’.

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

Clerk was asked to include some text on the Casual Vacancies process.

**17.** **Community Centre Report.**

None.

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

Cllr Anderson reported the following;

* The tree alongside the bus shelter outside the Co-Operative was going to be looked at by PCC, together with the grating at the base of the tree. This often collected litter.
* BKCA had again asked PCC for a copy of their schedule of works in respect of street cleaning and grass cutting.
* The Community Centre would be used for the forthcoming Welsh Government elections in May and the EU Referendum in June. The centre was booked on all or part of each day of the week. As part of the refurbishment work at Begelly-Kilgetty Community Centre, new carpets and blinds had now been fitted.

**19. Correspondence**

Cllr Andrews brought forward the main items of correspondence;

* Card from Terence Gardner thanking KBCC for the commemorative plaque.
* Email from Paul Harries giving apologies for not attending the meeting but confirming an Estyn Inspection of Stepaside School would take place at the end of April 2016.
* Email from Ann Preece, Reynalton, asking for details of KBCC’s grass cutting contractor. Clerk to action.
* Email from Alun Thompson referring to flooding problems in New Road, Begelly recently. Clerk to ask if PCC had responded to Mr Thompson whilst suggesting Welsh Water be copied in to correspondence.
* Email from 1st Kilgetty Scout Group about horses in Miner’s Field. Cllr Andrews reported that horses were no longer in the field and the gate was locked.
* PCC email about future surface dressing of roads in the area.
* Letter from Planning Inspectorate about Developments of National Significance. Clerk had registered KBCC as a recipient of any such applications in KBCC’s area.
* OVW forwarded letter from Boundary Commission of Wales about the 2018 Review of Parliamentary Constituencies.
* Letter from Public Services Ombudsman for Wales about a new document called Principles of Good Administration and Good Records Management. Clerk had ordered some copies.
* Welsh Government letter about Statutory Guidance for the Well-Being of Future Generations (Wales) Act 2015. Applies to Community Councils that spend at least £200k each year.
* Two further requests for charitable donations. Deferred until September 2016 meeting, as per KBCC policy.

All other non-urgent correspondence was noted.

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

Clerk reported that the Society of Local Council Clerks (SLCC) had alerted Clerks to the information that the new external auditor, Grant Thornton, would ask of each local authority at the FY 2015/16 audit. This included a suggested draft of a letter that should be sent to Internal Auditors to commission engagement. Members agreed to await a formal approach from Grant Thornton before taking action. Clerk also mentioned that each Council now needed to maintain a monthly register of Members’ Interests declared at Council meetings, on the website. Clerk to action.

**21. Any Other Business**

Cllr Anderson reported that he had seen the curved seat at the bus stop outside the Co-operative Stores in Kilgetty being cleaned. Members wondered if this had been Leon Baines. Cllr Ward telephoned Mr Baines to thank him for his goodwill gesture. Clerk was asked to mention this act of community spirit in the Press Release for March 2016 and on the KBCC website.

Cllr Anderson also mentioned the build up of litter again at Kilgetty Railway Station, both alongside the track and in the shelter on the platform. Clerk to report to Network Rail.

Cllr Pendleton gave advanced apologies for the April 2016 meeting of KBCC.

There being no further business, the meeting closed at 9.00pm.

Kilgetty, Begelly Community Council

March 2016

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