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

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

Thursday 12 May 2016

DRAFT MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Janet Ward (Vice-chair)

Cllr David Anderson

Cllr Trevor Andrews (Presided over agenda items 1-3)

Cllr Ann Pendleton

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present.

Public participation session took place between 7.00pm and 7.20pm.

**1. Apologies.**

None.

**2. Declarations of Interest.**

Cllr Anderson declared a **Prejudicial Interest** in one part of agenda item 8 (Planning – 16/0087/PA).

**3. To elect the Chair of Kilgetty, Begelly Community Council for 2016/17.**

Cllr Andrews asked for nominations. Cllr Pendleton proposed that Cllr Lockley be elected as Chair of KBCC for 2016/17. Seconded by Cllr Ward. Vote taken – all in favour.

Cllr Lockley took up position as Chair of KBCC and of the meeting. Cllr Lockley thanked Cllr Andrews for all his work as Chair of KBCC for the last two years and for his work over the last 25 years as councillor and Chair. Cllr Andrews thanked all councillors and the Clerk for their support over the last two years.

**4. To elect the Vice-chair of Kilgetty, Begelly Community Council for 2016/17.**

After a brief discussion, Cllr Pendleton proposed that Cllr Ward be elected Vice-chair of KBCC for 2016/17. Seconded by Cllr Andrews. Vote taken – all in favour.

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**5. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 14 April 2016.**

Cllr Andrews proposed that the draft Minutes of the Full Council Meeting held on 14 April 2016 be accepted as a true and correct record, seconded by Cllr Anderson. Vote taken – 4 in favour, 1 abstention.

**6. Matters Arising from the Minutes of the Full Council Meeting held on 14 April 2016.**

**946** – County Cllr Pugh reported that Pembrokeshire County Council (PCC) had discussed the state of the track in the county and had written to Arriva Trains Wales (ATW) about the general condition of the rolling stock and stations and about the litter problems. Following KBCC’s complaint, Cllr Anderson reported that the litter had been cleared at Kilgetty Railway Station but mentioned that some passengers were not using Kilgetty station due to the large gap between the train and platform edge. Members noted that KBCC had reported this issue previously and ATW had advised passengers to board at Saundersfoot or Narberth.

**949 –** Clerk confirmed that he had given Amroth Community Council a ‘NIL’ return from KBCC for their Code of Conduct training session on 11 May 2016. Clerk reminded Members that Manorbier Community Council had arranged similar training with the Monitoring Officer for 4 July 2016 at 6pm should any KBCC councillor wish to attend.

**949 –** Clerk reported that Peter Adams, landlord of the Begelly Arms, had asked to be considered for Co-option. Members welcomed his interest and Cllr Andrews proposed that the Clerk take forward the appropriate Casual Vacancy work. Seconded by Cllr Ward. Vote taken – all in favour.

**950 –** County Cllr Pugh confirmed that horses had been removed from the Miner’s Field shortly after the last KBCC meeting, following his intervention. The Scout Group were now looking to fill a gap between the gate entrance to the field and the fence with a stile. County Cllr Pugh was thanked for his efforts. See also item 15.

**951 –** County Cllr Pugh met with PCC’s Highways Department on 8 May 2016 and they had agreed signage was poor in directing pedestrians to Sardis Lane in order to reach Stepaside (rather than cross over the busy A477 junction). PCC had confirmed that they would erect footpath/safe route signs as soon as possible.

**951 –** County Cllr Pugh confirmed that PCC was no longer providing black waste bags and apologised for not confirming this fact at the April 2016 meeting.

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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.

* **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 confirmed that he had no update but Members asked the Clerk to chase up PCC. Review June 2016.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) and outside the Community Centre –** Members noted that no line painting had been undertaken and asked the Clerk to chase up PCC. Review June 2016.
* **Remedial work to Kilgetty Play Area –** Cllr Anderson and the Clerk reported that they had met with Karl Butler to discuss remedial work on the medium risks highlighted in the 2016 Annual Inspection 2016. Mr Butler had quoted £170 for this work. Cllr Anderson proposed that KBCC approve the £170 cost of this work. Seconded by Cllr Andrews. Vote taken – all in favour. Men’s Shed in Kilgetty (MSK) had also offered to undertake work on the play area after speaking with County Cllr Pugh. Clerk was asked to thank MSK for their offer. Review June 2016.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** Councillors asked the Clerk to write to PCC to seek confirmation about the installation (or not) of a footpath. Review in June 2016.
* **A477/A478 Roundabout Improvements –** Cllr Lockley confirmed that Edwina Hart, Minister for Economy, Science and Transport, had written to KBCC on 21 April 2016 to confirm that Welsh Government officials would be contacting KBCC directly, to discuss the design options and timing of the works. Review June 2016.
* **Repairs to Gully Gratings on A478 in Begelly –** Clerk was asked to seek updates from PCC. Members agreed to review in June 2016.
* **Build up of litter in the Community Centre car park –** Members considered that the position had not deteriorated and agreed to remove from Action Tracking.
* **Move of litter bin from outside old Post Office/improvements to grating around tree alongside bus shelter in Carmarthen Road, Kilgetty –** Clerk was asked to seek updates from PCC. Members agreed to review in June 2016.

Cllr Anderson mentioned that the ‘rumble strips’ installed on the A478 in

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Begelly did not rumble very much and did not sit very proud on the road. In addition, there were not as many strips as painted elsewhere in the area. Some Members agreed and asked the Clerk to write to PCC to ask for more and prouder ‘rumble strips’ at this location. Cllr Lockley also mentioned that the new 30mph signs sited near to Begelly roundabout were positioned so that they could be missed by drivers. The Clerk was asked to seek re-positioning of these signs in his email(s) to PCC.

**8. Planning**

KBCC considered the following planning applications and after discussions made the following recommendations;

Cllr Anderson left the room at this point (8.15pm) having declared a Prejudicial Interest in the following application.

**16/0087/PA – Demolition of existing dormer bungalow and construction of replacement dwelling and detached garage at Begelly Green, Begelly. SA68 0XE.** After a brief discussion, Cllr Andrews proposed that this application be recommended for approval. Seconded by Cllr Pendleton. Vote taken – 4 in favour.

Cllr Anderson returned to the room at this point (8.17pm).

**16/0017/PA - Alterations and extension at 2 Shipping Cottages, Begelly SA68 0XB.** Members noted that the building was sited near to the road. Cllr Andrews proposed that this application be recommended for approval. Seconded by Cllr Pendleton. Vote taken – all in favour.

Other planning notices were noted.

**9. County Councillor’s Report**

County Councillor Pugh provided the following report in addition to his updates under Action Tracking;

* A local resident had complained about speeding traffic near to the junction of the A478 and Ryelands Lane and had asked for the 40mph speed limit at Folly Farm to be extended to this location. PCC had agreed to undertake an assessment of the position but had agreed to do something at this location. County Cllr Pugh agreed to keep KBCC informed. Cllr Ward and Cllr Lockley reported that cars often turn around at this junction after turning left out of Folly Farm.
* Residents of James Park, Kilgetty, had recently reported brown water coming out of their taps. This had been caused by G D Harries using a hydrant to wash out their bowsers. The water utility company had now installed locks on the hydrant. In addition, pathways had been dug up in the area without informing residents. The site manager was now

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going to issue fortnightly newsletters to local residents about planned works, etc. This was welcomed by Members.

* Overhanging branches in Parsonage Lane, Begelly, would be tackled by PCC shortly.
* PCC’s Standards Committee is looking to expand its membership and may approach Town and Community Councils soon.
* 1st Kilgetty Scout Group has a new scoutmaster.

Cllr Anderson mentioned that the new Vicar of St Mary’s Church has requested that new steps be installed to give better access to the rectory in New Road.

Cllr Andrews pointed out that PCC’s grass cutter had again not cut one area of grass near to Begelly roundabout at the same time as other areas had been cut. The grass had been cut a few days later.

**10. To approve KBCC’s Annual Insurance Premium**

Clerk reported that Aon UK Ltd had now offered a new three year Long Term Agreement. The cost would be £1,523.64 for this year. Cllr Lockley proposed that KBCC enter into a new Long Term Agreement as outlined by the Clerk. Seconded by Cllr Pendleton. Vote taken – all in favour.

**11. Accounts for Payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary and office expenses £ 396.40

HMRC - PAYE £ 96.00

Russell Evans (grass cutting) £ 275.00

Aon UK Ltd (annual insurance premium) £1,523.64

Karl Butler (remedial work at Kilgetty play area) £ 170.00\*

**Total £ 2,461.04**

Cllr Ward proposed that all these payments be made. Seconded by Cllr Anderson. Vote taken – all in favour. \* Clerk to withhold payment until work completed.

**12. End of Year Expenditure Report for 2015/16.**

Clerk handed out copies of the End of Year Expenditure Report for 2015/16. Members noted the content.

**13. To approve Section 3 of the Annual Audit Return for 2015/16.**

Clerk reported that the Internal Auditor had not yet completed his report, due

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in part to the late arrival of the documents from the External Auditor, Grant Thornton LLP. Members agreed to include item on the June 2016 agenda.

**14.** **To consider and approve provision of Christmas lights in Kilgetty for 2016.**

Clerk reported that he had spoken with Tim Lewis, *Commercial Christmas (CC),* and he had offered KBCC a choice of their new lighting at the same price as last year (£3k including VAT). However, new brochures had yet to be printed but *CC* would send these to KBCC when available. Members recalled the problems encountered last year with installation of the lights and wondered if any agreement with CC could be for just 1 or 2 years. Cllr Anderson asked if they could guarantee delivery and erection of lighting on time. Clerk was asked to respond to CC accordingly.

**15. To consider changes to the Trustee(s) of Miner’s Field, Kilgetty.**

Clerk reported the Scout Group had now responded and feedback was generally negative. Concerns over responsibility and liability had been mentioned. Members agreed to leave Trustees as they currently stood.

At this point, Members also gave their approval to the Scouts erecting a stile at the entrance to Miner’s Field. See also item 6.

**16. To receive an update from Cllr Lockley on news items from One Voice Wales (OVW).**

Cllr Lockley provided an update on the following items;

* Cllr Lockley had attended the latest Area Committee meeting. The draft Charter between PCC and Town and Community Councils, upon which KBCC had commented, was the main discussion point. Concern had been expressed about the drafting of the Charter. OVW and PALC representatives had met and discussed the draft Charter and were now undertaking county wide research into its content. Cllr Lockley would be leading one of the break out groups at the forthcoming OVW and PALC event (24 May) to discuss topics from the Charter. Cllr Anderson expressed some concerns about the Charter and wondered if things would change as a result of it. Cllr Andrews commented that the theory was fine but also wondered if it would work in practice. Cllr Lockley said OVW had reported back to the Welsh Assembly.
* OVW correspondence covered a number of issues, including new Financial Regulations affecting T&CCs with expenditure in excess of £25k; Audit and Wellbeing; and the new Welsh Medium School in Haverfordwest. Cllr Lockley agreed to complete the consultation on this issue on behalf of KBCC, stating general support.
* In response to a query from Cllr Anderson, Cllr Lockley said that membership of OVW was improving whilst PALC were losing members.

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

Cllr Lockley said she would have another attempt at scanning the old photographs provided by a local resident.

**18. Community Centre Report.**

None.

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

Cllr Anderson reported the following;

* A Table Top Sale will be held at Begelly-Kilgetty Community Centre on 18 June 2016.
* The Kilgetty in Bloom judging day had been set for 13 July 2016. Results will be announced and presentations undertaken at 3.00pm on 22 July 2016.
* New curtains have been donated to the centre and have now been installed in the hall.
* Folly Farm had kindly agreed to ‘look after’ the Begelly road sign opposite Folly Farm. Clerk was asked to send a letter of thanks to the owner.
* Quotes for a new fire door in the Plum Room had been sought but only one had been received so far.

**20. Correspondence**

Cllr Lockley brought forward the main items of correspondence;

* Email from Peter Adams, Begelly Arms asking to be considered for Co-option. See item 6 above.
* Email from Monitoring Officer repeating offer to hold Code of Conduct training and reminding T&CCs to adopt the Revised Code of Conduct by 26 July 2016. KBCC had already done so at its April 2016 meeting.
* PCC notification of 1st Annual Precept payment for 2016/17 of £7k.
* Email from Headmaster of Stepaside School giving apologies for this meeting but confirming attendance at June 2016 meeting.
* Update from Matthew Tebbutt on knotweed activities. Mr Tebbutt would be contacting Cllr Anderson soon.
* Order acknowledgement from Thomas Fattorini Ltd for chair’s silver bar.
* PLANED and PACTO community transport event details (25 May 2016).
* Western Power Distribution certificate in respect of temporary unmetered connections for festive lighting 2015/16.
* Hywel Dda event details – Transforming Mental Health Services.

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* Email from PCC about Welsh Medium School, Haverfordwest.
* Long Course Weekend 8-10 July 2016: call for volunteers.
* HSBC letter about changes to banking terms and conditions.

All other non-urgent correspondence was noted.

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

None.

**22. Any Other Business**

Cllr Anderson asked about the lease agreement with MSK. He understood that the six month rent free period had now expired and suggested KBCC extend. Members agreed to extend until 31 December 2016, just before the Annual Precept meeting in January 2017. This agreement could then be reviewed.

Cllr Ward asked about erecting a plaque in Heritage Gardens, in recognition of the late Terence Gardner’s work on the small garden and bird table. Members noted that this land did not belong to KBCC despite the merit of this idea.

Cllr Lockley reported upon large pot holes in the layby outside Croft Caravan Park, Reynalton. Clerk was asked to write to PCC asking for the pot holes to be filled in.

There being no further business, the meeting closed at 9.45pm.

Kilgetty, Begelly Community Council

May 2016

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