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

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

Thursday 11 May 2017

DRAFT MINUTES

No members of the public were present and so no Public Participation session took place.

All councillors present signed their Declarations of Acceptance of Office immediately prior to the start of the meeting. Clerk also provided each councillor with copies of the Code of Conduct and ‘The Good Councillors Guide’ and asked Members to complete their Register of Members’ Interests form.

**Present:**

Cllr Janet Ward (Chair of meeting)

Cllr David Anderson

Cllr Trevor Andrews

Cllr Sandra Smith

Cllr Josephine Woodgate

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present, following his re-election at the County Council elections.

Cllr Ward welcomed Cllr Smith and Cllr Woodgate to Full Council.

1. **Apologies.**

Cllr Lockley.

**2. Declarations of Interest.**

None.

**3. To Elect the Chair of KBCC for 2017/18.**

Although absent, Cllr Lockley had left a message with the Clerk to confirm that she would be prepared to stand as Chair for 2017/18, if no other councillor wished to stand for the position. Cllr Andrews proposed that Cllr Lockley be elected as Chair of KBCC for 2017/18. Seconded by Cllr Anderson. Vote taken – all in favour.

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**4. To Elect the Vice-Chair of KBCC for 2017/18.**

Cllr Andrews proposed that Cllr Ward be elected as Vice-Chair of KBCC for 2017/18. Seconded by Cllr Anderson. Vote taken – all in favour. Cllr Ward accepted the position and thanked Members for their support.

**5.** **To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 13 April 2017.**

Cllr Andrews proposed that the draft Minutes of the Full Council meeting held on 13 April 2017 be approved as a true and correct record. Seconded by Cllr Anderson. Vote taken – 3 in favour, 2 abstentions.

**6. Matters Arising from the Minutes of the Full Council Meeting held on 13 April 2017.**

**1026 (4)** **–** County Cllr Pugh said he had not yet spoken with Cllr Lockley about youth work at Kilgetty railway station but Mr Pullin was still keen to undertake the work.

**1027 (6) –** County Cllr Pugh reported that local residents had said to him that the location of the residential development at Barley Park, New Road, Begelly was very boggy.

**1030 (19) –** Cllr Anderson said that the grass verge bordering the sports field at Begelly roundabout had been improved. Clerk reported that the BT phone kiosk outside the Co-operative would be cleaned shortly by BT.

**7. Action Tracking**

The Clerk handed out a copy of the latest Action Tracking note and a copy is attached to these 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) –** No further update. Review June 2017.
* **Remedial work to Kilgetty Play Area** – Clerk reported that Karl Butler had undertaken the urgent safety repairs at the play area. This included fitting protective collars to the swing supports; removing a rotten trim trail hurdle; filling a gouged-out hole on a support pole on the junior multiplay and fitting wooden panels to the multiplay. Review June 2017.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** No further news to report. Review June 2017.
* **A477/A478 Roundabout Improvements –** Review September 2017.

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* **Stile at Miner’s Field –** Clerk had emailed Perry Bowen, PCC, about

 horses in the field. Mr Bowen had agreed to speak with Kingsmoor.

 Following this correspondence horses had now been removed from the

 field. Cllr Andrews reported that the top lug of the entrance gate needed to

 be drilled through. The stile had now been located to the Scout’s hut but

 needed fitting. Clerk was asked to approach Karl Butler to undertake these

 tasks. Clerk confirmed that KBCC had previously authorised a payment of

 £150 to Karl Butler for fitting the stile. Clerk was asked to contact Mark

 Elliott, Pembrokeshire County Council (PCC), to ask if PCC would take up

 the discretionary policy agreed in the Welsh Government’s Control of

 Horses (Wales) Act 2014 concerning fly grazing of horses. Review June

 2017.

* **Removal of BT Kiosk in Begelly –** Members had previously agreed to review in June 2017.
* **Improvements to kerbing in filter lane at A477 junction for Kilgetty.** Review June 2017.
* **Condition of road (A478) in Begelly.** Clerk was asked to write to PCC about the dip in the road outside Shoemakers Cottage, Begelly. Review June 2017.

**8. Planning**

Cllr Ward brought forward the following planning application and other notices;

**17/0047/PA – Alterations and extensions to Avondale, Carmarthen Road, Kilgetty SA68 0YA.** Cllr Andrews proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – all in favour.

Other planning decisions and notices were noted. Cllr Anderson asked the Clerk to check with PCC on the status of the recent Begelly Green planning application (16/1183/PA). Clerk confirmed that he had not received any planning decision notice from PCC.

**9. County Councillor’s Report.**

County Cllr Pugh provided the following brief report;

* Following the Local Government elections, the final tally for each group in PCC was as follows; Independents 34; Conservatives 12; Labour 7; Plaid Cymru 6 and Lib Dem 1.

**10. Accounts for Payment**

Clerk reported that Aon UK Ltd had provided details of KBCC’s annual

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insurance premium for 2017/18. This amounted to £1,484.31, and was subject

 to KBCC agreeing a three year Long Term Agreement. Cllr Anderson proposed that KBCC accept this quote and enter into a Long Term Agreement with Aon UK Ltd. Seconded by Cllr Andrews. Vote taken – all in favour. Clerk brought forward the following accounts for payment;

Ian Morris – salary costs £ 381.30

HMRC - PAYE £ 95.20

Russell Evans – grass cutting £ 250.00

Karl Butler – play area safety work £ 250.00

Aon UK Ltd – annual insurance premium (LTA) £1,484.31

Alan Marsh Taxation Ltd (internal audit 2016/17) £ 90.00

SSE (SWALEC) – electricity costs at office unit £ 23.11

**Total £ 2,573.92**

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

**11. To approve Section 3 of the Annual Audit Return for 2016/17.**

Clerk confirmed that Alan Marsh had now completed the Internal Audit and that Section 3 of the Annual Audit return and Annual Governance Statement now needed to be approved by Full Council. Cllr Anderson proposed that Section 3 of the Annual Audit Return be approved. Seconded by Cllr Andrews. Vote taken – all in favour. Cllr Ward, as Chair of the meeting, signed Section 3 accordingly.

**12. To consider an update on items from One Voice Wales (OVW).**

Clerk had made available to Members, ahead of the meeting, items of correspondence from OVW. Clerk highlighted OVW training for new councillors that was due to take place locally. Cllr Smith and Cllr Woodgate agreed to attend the ‘New Councillor Induction’ training in Saundersfoot on 21 June 2017. Members also agreed that Cllr Lockley remain as KBCC’s representative on the OVW Pembrokeshire Area Committee. No second representative was nominated for this committee. Full Council agreed to consider submitting Motions for the 2017 OVW Annual General Meeting, in September 2017, at its meeting in June 2017.

**13. To consider and discuss suggestions for KBCC-funded community projects.**

Members agreed to defer discussions until Cllr Lockley was able to attend a later meeting. However, County Cllr Pugh made some suggestions, following discussions he recently had with local residents. These were; greater use

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made of The Common, perhaps as a multi-games area; formalised picnic areas and dog walking area; car parking at the railway station; a new road sign at the main A477/A478 Begelly roundabout and generation of a community newsletter.

**14. To consider news items and event details for the KBCC website.**

Cllr Anderson agreed to let the Clerk know the details of this year’s ‘Kilgetty-in-Bloom’ competition.

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

No meeting had taken place (BKCA now meets every other month) and so no report was received.

**16. Correspondence.**

All correspondence was made available ahead of the meeting, from 6.45pm, or by contacting the Clerk. Members noted the correspondence, including notice of a road closure in Kilgetty on 17 May 2017.

**17. Emergency items and other outstanding issues before Full Council.**

None.

**18. Any Other Business (For information only).**

Cllr Anderson had noted the Social Media policy template sent by OVW and proposed that this be discussed at KBCC’s June 2017 meeting. Cllr Anderson also reported that the ‘rumble strips’ near to Thomas Chapel junction had worn away and asked the Clerk to report the matter to PCC. Cllr Anderson asked the Clerk to request that PCC re-site the litter bin from outside the old Post Office in Carmarthen Road to outside the entrance to the Community Garden. This would see greater use as it would then also be near to the bus stop which is used by school children and others.

Cllr Andrews asked the Clerk to ensure that KBCC’s new lap top was covered under KBCC’s insurance premium. Cllr Andrews also asked if Peter Adams had made contact with KBCC about possible Co-option. Clerk confirmed not.

Cllr Ward said that a local resident had offered to help set up allotments in Miner’s Field and asked that the matter be put on the agenda for the June 2017 meeting of KBCC.

Clerk asked Members to complete their contact details for KBCC’s revised Contacts listing.

There being no further business, the meeting closed at 8.50pm.

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