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

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

Thursday 10 August 2017

MINUTES

Public Participation took place between 7.01pm and 7.13pm and covered matters around Miner’s Field, Kilgetty.

**Present:**

Cllr Diane Lockley (Chair)

Cllr Janet Ward (Vice-chair)

Cllr David Anderson

Cllr Sandra Smith

Cllr Josephine Woodgate

County Cllr David Pugh

Ian Morris (Clerk and Responsible Finance Officer)

1. **Apologies.**

Cllr Trevor Andrews.

**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 13 July 2017.**

County Cllr Pugh highlighted that he had been missed off the list of attendees. Clerk amended the draft Minutes. Cllr Ward proposed that the draft Minutes of the Full Council Meeting held on 13 July 2017 be approved as a true and correct record once this amendment had been made. Seconded by Cllr Smith. Vote taken – 4 in favour, 1 abstention.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 13 July 2017.**

**1048 (23)** **–** Cllr Anderson confirmed that the dip in Sardis Road near to its junction with Carmarthen Road, Kilgetty, had been repaired.

**5. Action Tracking**

The Clerk handed out a copy of the latest Action Tracking note and a copy is

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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 (currently outside Begelly Stores) –** County Cllr Pugh said he had emailed Darren Thomas, PCC. Mr Thomas had confirmed that no money had yet been received from Folly Farm but development should progress in the autumn and this should trigger payment for the footpath and bus shelter work. Review October 2017.
* **Remedial work to Kilgetty Play Area** – Cllr Ward had met with Leon Baines and the PCC inspector on site. This had helped identify exactly what remedial work was required. KBCC had approved the cost of the remedial work up to £600 and Leon Baines had agreed to proceed. Clerk reported that Leon Baines had started work that day. Cllr Ward was thanked for her work on this matter. Review September 2017.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** County Cllr Pugh reported that there was no further update. Members agreed to review November 2017.
* **A477/A478 Roundabout Improvements –** Members agreed to remove from Action Tracking.
* **Removal of BT Kiosk in Begelly –** Members agreed to review in September 2017.
* **Improvements to kerbing in filter lane at A477 junction for Kilgetty -** No further update. Review September 2017.
* **Condition of road (A478) in Begelly -** County Cllr Pugh confirmed he had emailed Huw Marriott, PCC but had received no update. Clerk was asked to email Mr Marriott (copied to Darren Thomas) requesting an update. Review September 2017.
* **Re-siting of a litter bin in Carmarthen Road, Kilgetty –** Clerk was asked to email Mike Harries, PCC, for an update. Review September 2017.

**6. Planning**

Cllr Lockley brought forward the following planning applications and other planning notices;

**17/0302/PA – Erection of single storey outbuilding/workshop at Foxways, Thomas Chapel, Kilgetty SA68 0XH.** Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Smith. Vote taken – all in favour.

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**17/0364/PA – Change of use from C3 to Sui Generis (veterinary clinic) and single storey side extension at Brierlyn, Carmarthen Road, Kilgetty SA68 0YA.** Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Smith. Vote taken – all in favour.

**17/0292/PA – 3 units of holiday accommodation in association with retention of woodcarving centre and teaching centre (Partly in Retrospect) at Begelly House, Begelly SA68 0XE.** Cllr Andersonexpressed concern over the expected increase in traffic exiting the location at a dangerous junction and bend on the A478. Members agreed. However, after further discussion, Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Ward. Vote taken – all in favour.

**17/0438/PA – Variation of conditions 2, 4, 12 and 22 of planning permission 16/0301/PA at Windberry Top Farm, Begelly, Kilgetty SA68 0XA.** After a brief discussion, Cllr Lockley proposed that this application, from Folly Farm, be recommended for approval. Seconded by Cllr Ward. Vote taken – all in favour.

Members also discussed a Pre-application consultation submitted by Folly Farm for a proposed development at land west of the A478. This related to alterations and enlargement of the car park which would see the provision of an additional 510 car spaces and help reduce congestion on the A478. This development would see a reduction in the number of caravan, lodges and tents provided under planning permission 16/0301/PA. (See also 17/0438/PA above.) Members welcomed the proposals, as there would be improved road safety and reduced congestion on the busy A478 at this point. Clerk was asked to respond accordingly.

Other planning notices were noted.

**7. County Councillor’s Report.**

County Cllr Pugh provided the following report;

* Two temporary road closures will take place in Kilgetty (Carmarthen Road/Station Road) and Reynalton (Little Langdon/Langdon Bridge) during September 2017.
* PCC were due to hold an Extraordinary Meeting on 14 August to discuss and review Post 16 education in the Haverfordwest area. This could affect Tenby and Pembroke too.
* The Boundary Commission would shortly be undertaking work on looking at County Council arrangements including new proposals for the number of County Councillors required (from 60 to 62). Any changes recommended would need to be in place by 2022.
* Work, including public consultations in October 2017, on PCC’s Budget for 2018/19 was underway. PCC will need to make budget savings of £15m next financial year.

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* Quality of grass cutting at the entrance to the surgery car park was highlighted. Some areas were being left uncut. Clerk to investigate.

County Cllr Pugh was thanked for his monthly update.

**8. Accounts for Payment**

The following invoices were presented for approval and payment;

Ian Morris – salary costs at office expenses £ 395.34

HMRC - PAYE £ 95.40

Ian Morris – new KBCC printer/ink/guarantee £ 118.78

WebServe4u – laptop maintenance £ 80.00

SSE – office unit electricity costs for Quarter 2 2017/18 £ 20.05

Russell Evans – grass cutting £ 285.00

**Total £ 994.57**

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

**9. To consider and approve applications for Co-option to KBCC.**

Cllr Lockley read out letters from 3 local residents applying for Co-option to KBCC. These were from Christopher Ebrey, Brenda Jones and Peter Adams. Members welcomed the applications and after a brief discussion, Cllr Smith proposed that all three applications for Co-option be approved. Seconded by Cllr Anderson. Vote taken – all in favour. Cllr Lockley confirmed that Christopher Ebrey and Brenda Jones would be Co-opted for Kilgetty Ward and Peter Adams for Begelly Ward. Clerk was asked to proceed accordingly.

**10. To approve the cutting of The Common, Kilgetty.**

In advance of the meeting, Cllr Lockley had spoken with the previous contractor (A. Hilling) and he had confirmed that he was prepared to undertake the cut at the same price as last year. This was for £240 (including VAT). Cllr Anderson proposed that Mr Hilling be asked to cut The Common again this year. Seconded by Cllr Ward. Vote taken – all in favour. Cllr Lockley agreed to liaise with Mr Hilling.

**11. To consider and approve a request to set up allotments in Miner’s Field, Kilgetty.**

The views of some local residents on this proposal had been set out during public participation session. A formal request had also now been received from Heidi Limb, Secretary of a committee that wished to set up a Kilgetty Allotments Association.

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Cllr Anderson summarised work that had been previously undertaken by KBCC in 2012 and 2013 around the proposed setting up of allotments in Miner’s Field. This included a public meeting held in 2012 at which no objections had been received to the proposals. The proposal was not taken forward at that time as there were no volunteers willing to form a committee, etc. County Cllr Pugh mentioned that PLANED had undertaken an assessment of open spaces in Kilgetty in 2012 and this found that costs were prohibitive for any improvements to Miner’s Field (eg tennis court, bowling green). Cllr Anderson added that KBCC meet the costs of grass cutting at Miner’s Field but that the condition of the land was poor and hadn’t been put to best use over the last 10 years or so. Cllr Lockley highlighted that any allotment association would need to manage and run the allotments themselves. Cllr Ward expressed concern over the condition of the soil at Miner’s Field, following points made during public participation session. The possibility of the presence of arsenic in the soil had been mentioned and Cllr Ward suggested that before any further work was undertaken on this matter, a soil test be commissioned by KBCC. Members agreed and asked the Clerk to find out more about a soil test, including costs and to report back at the September 2017 meeting of KBCC.

**12. To consider and approve a Long Term Improvement Plan for Kilgetty Play Area.**

Cllr Lockley reported that she had contacted a number of England-based play equipment companies to look at undertaking evaluations of the play area and its equipment. This would be for 3 options; wooden equipment; aluminium or recycled plastic materials. KBCC would also need to consider equipment for younger children as well as those of primary school age and above. Cllr Lockley also suggested that Stepaside School could be approached for their views. Cllr Lockley added that the costs for new equipment could be found from Reserves in year 1 but thereafter funding could be discussed as part of the Annual Precept. Cllr Anderson highlighted the costs now being made on remedial work at the play area and so favoured a phased approach to any improvements at the play area. Cllr Lockley agreed. County Cllr Pugh said that the current swings were in the most vulnerable position and preferred a ‘natural’ approach using recycled materials. County Cllr Pugh said he would be happy to approach Stepaside School, as part of his role as a Governor. Cllr Anderson said that the location of any improvements and additions would also need careful consideration. Cllr Lockley agreed to obtain more information from the play equipment companies and asked that this item be added to the agenda for the September 2017 meeting of KBCC.

**13. To consider and discuss use of KBCC Reserves, including suggestions for KBCC-funded community projects (including additional benches, renovation of ‘Welcome to Kilgetty’ signs) and/or PWLB Loan part-repayment.**

Cllr Ward mentioned that she had been approached by a local resident asking that an additional bench be provided on the pathway around The Common.

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Members wondered if a shaped half a tree trunk could be used as a bench. Members agreed to consider this suggestion further. County Cllr Pugh reported that he had been unable to get anyone to look at renovating the ‘Welcome to Kilgetty’ signs but said he was happy to measure the size of the sign on the slip road and get a quote for the next KBCC meeting. County Cllr Pugh also agreed to source a quote(s) for new sign writing for the sign opposite the Community Centre entrance.

**14. To Review and approve KBCC’s Risk Register.**

Clerk handed out copies of the 2016 KBCC Risk Register. Members agreed to review and consider at the September 2017 meeting of KBCC.

**15. To consider and approve adoption of a KBCC Social Media policy.**

As requested by Full Council at the July 2017 meeting, Clerk had adapted for KBCC use, the draft Social Media policy recommended by One Voice Wales. A copy was given to each councillor. Cllr Anderson proposed that the draft be approved as KBCC’s Social Media policy. Seconded by Cllr Ward. Vote taken – all in favour.

**16. To consider an update on items from One Voice Wales (OVW), including correspondence.**

Cllr Lockley reported that she had been re-elected as Vice-chair of the OVW Area Committee and had also again been elected on to the OVW Town and Community Councils Liaison Group (TCCLG). Cllr Lockley had attended part of the latest TCCLG which had agreed to look at the membership of the group, including those from the voluntary sector. Cllr Lockley also mentioned that OVW and PALC were working closely together.

Cllr Lockley highlighted some key OVW correspondence, including training sessions.

At this point (8.55pm), Cllr Anderson requested a formal extension to the meeting beyond 9.00pm. Chair agreed.

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

None but the Clerk was asked to seek viewing figures for the website from PCC.

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

Cllr Anderson reported the following;

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* The recent Kilgetty-in-Bloom competition received 30 entries in 16

different classes. The competition was hailed as a great social success.

* Bookings for rooms at the Community Centre had increased.
* BKCA members had cleared all gutters and grates around the hall.
* A tree had been planted in the Community Garden in memory of Sheila of the Golden Age.
* A book sale will be held on 19 August between 10am and 4pm in the Community Garden, Kilgetty. Weather permitting.
* A table top sale had been planned for 18 November 2017 at the Community Centre with timings to be confirmed.
* This year’s Mince Pies and Music event is scheduled for 7 December 2017 at the Community Centre. Timings to be confirmed.

**19. Correspondence.**

All correspondence was made available ahead of the meeting, from 6.45pm, or by contacting the Clerk. Cllr Lockley and the Clerk highlighted the main items of correspondence, including;

* VAT re-claim payment for 2016/17 received from HMRC (£856.24)
* Vandalism to perimeter fence around The Common. Cllr Lockley had reported this to Dyfed-Powys Police and Cllr Anderson had kindly undertaken repairs
* Letter from Aon UK Ltd confirming that they were withdrawing from providing Local Council insurance from the next renewal date (1 June 2018). KBCC will need to source an alternative insurer at that point.
* Renewal quote from Kaspersky for KBCC internet security. Members agreed to renew.

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

None.

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

Cllr Anderson reported a dip in the road at the entrance to Kilvelgy Park, Kilgetty. Clerk was asked to report this matter to PCC.

Cllr Ward reported that a drain had dropped by a few inches at the top of Ryelands Lane near to its junction with Ryelands Way. Clerk was asked to report the matter to PCC.

Cllr Smith asked if PCC had responded to her previous comments about speed monitoring in Ryelands Lane. Clerk confirmed he had reported the suggestion to PCC but awaited a response.

There being no further business, the meeting closed at 9.16pm.

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