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

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

Thursday 10 May 2018

MINUTES

**Present:**

Cllr Diane Lockley

Cllr Peter Adams

Cllr David Anderson

Cllr Christopher Ebrey

Cllr Brenda Jones

Cllr Jayne Palmer

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr Janet Ward

Cllr John Whitby

Cllr Josephine Woodgate

Ian Morris (Clerk and Responsible Finance Officer)

County Cllr David Pugh was also in attendance.

Public Participation session took place between 7.00pm and 7.17pm.

1. **Apologies.**

None.

**2. Declarations of Interest.**

Cllr Adams declared a **Personal and Prejudicial** Interest in agenda item 14.

Cllr Lockley declared a **Personal** Interest in agenda item 8c.

**3. To Elect the Chair of KBCC for 2018/19.**

Cllr Smith proposed that Cllr Lockley be re-elected as Chair of KBCC for 2018/19. Seconded by Cllr Ebrey. Vote taken – all in favour. Cllr Lockley thanked Members for their support and accepted the role of Chair of KBCC for 2018/19.

**4. To Elect the Vice Chair of KBCC for 2018/19.**

Cllr Ward proposed that Cllr Palmer be elected as Vice Chair of KBCC for

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2018/19. Seconded by Cllr Adams. Vote taken – all in favour. Cllr Palmer accepted the role of Vice Chair of KBCC for 2018/19.

**5. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 12 April 2018 and the draft Minutes of the Extraordinary Meeting held on 26 April 2018.**

Cllr Ebrey proposed that the draft Minutes of the Full Council meeting held on 12 April 2018 be approved as a true and correct record. Seconded by Cllr Palmer. Vote taken – 10 in favour, 1 abstention.

Cllr Lockley proposed that the draft Minutes of the Extraordinary Meeting held on 26 April 2018 be approved as a true and correct record. Seconded by Cllr Anderson. Vote taken – all in favour.

**6. Matters Arising from the Minutes of the Full Council Meeting held on 12 April 2018.**

**1107 (4) –** Cllr Jones reported that the clothes recycling bank had not yet been delivered to Stepaside School but the school was willing to accept donations.

**1109 (12) –** Clerk confirmed that he had invited councillors from neighbouring councils to the Code of Conduct training on 14 June 2018.

**1111 (20) –** Cllr Anderson said that BKCA had been unsuccessful in their application for a grant from the Co-operative Society’s Community Fund.

**1112 (23) –** Cllr Woodgate said she had spoken to the café owner and it appeared he was not aware that permission was needed to erect the ‘Café Parking’ sign on the fence alongside Bridge Stores. Cllr Adams confirmed that he had been handed a copy of deeds from Anthony Llewelyn and these showed that the access road to the scout’s car park was for private use only. Mr Llewelyn had been concerned that the car park was being used by businesses. Neighbouring properties had right of access over the road but not the café. Clerk was asked to write to the café owner to ask him to remove the sign.

**1112 (23) –** Cllr Thomas reported that he had spoken with Pembrokeshire County Council (PCC)about the white line painted on the road outside his house and neighbouring properties. PCC had not undertaken any consultation on the installation of the white line but it had been painted to discourage parking at this location, near to the roundabout. Cllr Thomas acknowledged that parking in this area was an issue and the painting of the white line was probably the best solution.

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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 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) –** Members understood thatPCC had trimmed back, by some 4 to 6 inches, the ‘Pembrokeshire banking’ at this location. No further update. Review June 2018.
* **Location of footpath between Mill Bay Homes development and Kilgetty village centre –** Cllr Lockley reported back on the site meeting held between PCC and KBCC on 30 April 2018. PCC now need to acquire a dormice licence before clearing any vegetation and undertake a survey before any work commences. Review June 2018.
* **Removal of BT Kiosk in Begelly –** Cllr Lockleyreported that BT Payphones had been in touch about adoption of the Reynalton BT kiosk.The Reynalton Residents’ Association (RRA) were not eligible to adopt the kiosk, as only Councils and Registered Charities could do so. However, Cllr Lockley proposed that KBCC adopt the BT Kiosk in Reynalton for £1 and then donate this to the RRA. Seconded by Cllr Smith. Vote taken – all in favour. BT would look at removal of non-adopted kiosks after this work had been completed. Review August 2018.

* **Condition of A478 road in Begelly (including dip in road and mud fouling) –** Members asked the Clerk to enquire with PCC on progress. Review July 2018 (dip in road element only).

**8. Planning.**

Cllr Lockley brought forward the following planning applications and other planning notices. After discussion, the following recommendations were made;

**17/1287/PA – Proposed granny annexe in the garden at 16 Fir Grove, Begelly SA68 0XD.** Cllr Anderson proposed that this application be recommended for **approval.** Seconded by Cllr Thomas. Vote taken – all in favour.

**18/0024/PA – Proposed two storey extension at White House, Hill Lane, Kilgetty SA68 0QR.** Cllr Adams proposed that this application be recommended for **approval**. Seconded by Cllr Smith. Vote taken – all in favour.

**18/0109/PA – Variation of condition 2 of 15/0719/PA (One detached affordable dwelling (in perpetuity)) to allow for the erection of a single storey bedroom/en-suite extension on north gable at Two Gates, Reynalton**

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**SA68 0PE.** Cllr Smith proposed that this application be recommended for **approval.** Seconded by Cllr Adams. Vote taken – all in favour.

One other planning notice was noted.

**9. County Councillor’s Report.**

County Cllr Pugh provided the following report;

* PCC’s Full Council had been discussing its Corporate Plan that day as well as the Welsh Government’s proposed re-organisation of local authorities. The WG was looking to reduce the number of principal local authorities across Wales to 10 by 2022. PCC felt a merger with Ceredigion and Carmarthenshire County Councils was not the way forward and that its preferred approach was joint and collaborative working. PCC had responded to the Welsh Government accordingly.
* Cllr Pugh had been approached by a Tenby resident about setting up a Transport Forum in the south of the county principally to look at the railway and its infrastructure (stations). A successful Transport Forum did exist in the north of the county. KBCC would be kept informed of any developments.
* PCC’s Call for Candidate Sites, as part of the evidence base for its new Local Development Plan (LDP2), had been extended to 14 August 2018.
* The Parsonage Lane development had been approved but with numerous conditions in order to meet ecological and drainage concerns.

**10. To consider and approve KBCC’s Insurance Renewal for 2018/19.**

Cllr Lockley brought forward this item on the agenda.

Clerk reminded Members that Aon UK Ltd were no longer providing local councils’ insurance. As a result, BHIB Ltd had been sent details of KBCC’s insurance requirements and had been recommended by NALC. Clerk reported that he had spoken with BHIB Ltd and all requirements were in order. BHIB Ltd had offered a discount of 5% on KBCC’s insurance premium, providing KBCC entered into a Long-Term Agreement (LTA) until 1 June 2020. If KBCC agreed, the premium for 2018/19 would be £1,267.55p. (2017/18 premium with Aon UK was £1,484.31p.) Cllr Adams proposed that KBCC accept the quotation from BHIB Ltd for KBCC’s insurance for 2018/19 of £1,267.55p. Seconded by Cllr Lockley. Vote taken – all in favour.

**11. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary (no office costs) £ 400.00

HMRC - PAYE £ 100.00

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Russell Evans - (grass cutting) £ 265.00

Alan Marsh (Taxation) Ltd – internal audit £ 80.00

SSE – office unit electricity costs £ 29.48

Brenda Jones – costs of gift for ex-Cllr Andrews £ 14.95

BHIB Ltd – insurance renewal £1,267.55

British Telecommunications plc - adoption of BT kiosk £ 1.00

**Total £2,157.98**

Cllr Adams proposed that all these invoices be approved for payment. Seconded by Cllr Ward. Vote taken – all in favour.

**12. To receive an update and approve KBCC’s Annual Audit return for FY 2017/18.**

Clerk confirmed that Alan Marsh had now completed his Internal Audit for FY 2017/18 without any observations and so the Annual Audit return and Annual Governance Statement could now be approved by Full Council. Cllr Adams proposed that KBCC’s Annual Audit return for FY 2017/18 be approved. Seconded by Cllr Ebrey. Vote taken – all in favour. Cllr Lockley signed the return accordingly. Clerk was thanked for his work on the annual audit.

**13. To receive an update on the Casual Vacancy for Kilgetty ward.**

Cllr Lockley updated Members on the Casual Vacancy process and reported that PCC had asked KBCC if it would like Poll Cards to be issued in the event that a petition for an election was made. The cost to KBCC for the printing of Poll Cards would be £735.65p. Clerk confirmed that appropriate notices had been placed in the Community Notice boards and that the website mentioned the Casual Vacancy process. The notice was due to expire on 15 May 2018. After a brief discussion, Cllr Palmer proposed that KBCC do not authorise the issue of Poll Cards. Seconded by Cllr Adams. Vote taken – all in favour.

**14. To consider and approve a donation request from The Golden Age Group, Kilgetty.**

Cllr Adams left the room at this point (8.44pm).

Cllr Anderson outlined information on the donation request. It was noted that PCC was providing part funding to the group for the luncheon club. County Cllr Pugh mentioned that some members of the group came from outside KBCC’s area. After due consideration, Cllr Ward proposed that no donation be made on this occasion. Seconded by Cllr Lockley. Vote taken – 7 in favour; 1 against and 2 abstentions.

Cllr Adams returned to the room at this point (8.50pm).

**1119**

**15. To receive an update from Cllr Thomas on the Active Spaces Grant Programme.**

Cllr Thomas reported that he had undertaken some research into this programme and had spoken with Rhodri Edwards, Manager of Fields in Trust and to Kingsmoor Sports Association (KSA). Cllr Thomas outlined the rationale behind the programme which was designed to secure recreational spaces in perpetuity. It would, however, involve agreeing covenants with any landowners. KSA did not think this was workable. Cllr Thomas said that only 5 grants of £5k were available in Wales and that, in any case, the deadline had passed. Members noted and thanked Cllr Thomas for his work.

**16. To consider an update from Cllr Woodgate and approve the proposal to set up allotments in Miner’s Field.**

Cllr Woodgate confirmed that an allotments committee had been set up and that they were still keen to proceed with the proposal. The allotments committee would also like to offer areas of any allotments approved by KBCC to Stepaside School pupils and to the local Scout Group. Cllr Thomas mentioned that some gypsy horses had been illegally placed in Miner’s Field recently but after speaking with the owner, these should be removed by 16 May 2018. Cllr Thomas thought that with more people being involved in activities on Miner’s Field, there should be less chance of fly-grazing on the field. Cllr Ward said that the allotments would be a good use of the land by and for the local community. Cllr Woodgate proposed that KBCC agree to the proposal from local residents to set up allotments in Miner’s Field. Seconded by Cllr Ebrey. Vote taken – all in favour. Cllr Lockley asked Cllr Woodgate to ask the allotments committee to submit their detailed proposals for the next stage to KBCC and that the Scout Group be approached for their views. Members agreed to discuss again at KBCC’s June 2018 meeting. Cllr Woodgate borrowed KBCC’s Allotments folder for reference, to aid development of the detailed proposals.

**17. To receive an update on the purchase and installation of yellow transfer painted bars on Carmarthen Road, Kilgetty.**

Cllr Anderson and the Clerk had met with Huw Marriott, PCC, on 3 May 2018 to discuss the location for the installation of yellow painted bar markings on Carmarthen Road, Kilgetty. PCC had yet to send a quotation for the work and so Members agreed to discuss again at the June 2018 meeting.

**18. To consider an update on implementation of the General Data Protection Regulation (GDPR).**

Clerk confirmed that he would be attending a briefing on the GDPR hosted by PCC on 22 May 2018. Members therefore agreed to review implementation of the GDPR at the June 2018 meeting.

**1120**

**19. To consider and approve Determinations 45, 47, 48, 49, 50, 52 and 53 of the Independent Remuneration Panel for Wales’ (IRPW) Annual Report 2018.**

Clerk reminded Full Council of the various Determinations (including Determination 45) that had been approved in the IRPW 2018 report and of the guidance given by the IRPW at its briefing on the Determinations, held on 11 April 2018 in Carmarthen. After discussion, Full Council agreed the following;

**Determination 45 –** Cllr Smith proposed that KBCC does not adopt Determination 45 in 2018/19. Seconded by Cllr Jones. Vote taken – all in favour.

**Determination 47 –** Cllr Adams proposed that KBCC does not adopt Determination 47 in 2018/19. Seconded by Cllr Ward. Vote taken – all in favour.

**Determination 48 –** Cllr Lockley proposed that KBCC adopts Determination 48 in 2018/19. Seconded by Cllr Ward. Vote taken – all in favour.

**Determination 49 –** Cllr Anderson proposed that KBCC adopts Determination 49 in 2018/19. Seconded by Cllr Smith. Vote taken – all in favour.

**Determination 50 –** Cllr Anderson proposed that KBCC adoptsDetermination 50 in 2018/19. Seconded by Cllr Lockley. Vote taken 5 in favour, 5 against and 1 abstention. As Chair, Cllr Lockley gave a casting vote in favour of adoption.

**Determination 52 –** Cllr Anderson proposed that KBCC does not adopt Determination 52 in 2018/19. Seconded by Cllr Ebrey. Vote taken – all in favour.

**Determination 53 –** Cllr Palmer proposed that KBCC does not adopt Determination 53 in 2018/19. Seconded by Cllr Ebrey. Vote taken – all in favour.

**20. To receive an update from KBCC’s Kilgetty Play Area sub-committee.**

Cllr Palmer reported that she had arranged to attend a Stepaside School assembly to seek the views of children on play equipment. Cllr Ebrey said he had spoken with some providers of play equipment, including on design, as well as to the National Lottery. Cllr Adams confirmed that the Kilgetty Recreation and Pleasure Ground charity (Miner’s Field) could apply for funding for improvements at Kilgetty play area. The sub-committee would be looking to discuss the location of the play area(s). Cllr Lockley said that this item would continue to be an agenda item at future KBCC Full Council meetings, in order to receive updates on progress from the sub-committee (which would need to elect a Chair and note taker).

**1121**

**21. To consider an update from Cllr Lockley on items from One Voice Wales (OVW).**

Cllr Lockley asked Members to look at the training courses provided by OVW (a handout had previously been given to councillors) and to then consider their training needs. Cllr Lockley said Full Council needed to review councillors’ requirements in order to prioritise training needs.

Cllr Lockley confirmed that Mel ab Owain had been appointed Development Officer at OVW, covering Mid and West Wales.

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

Cllr Anderson said that BKCA had not met that month but provided the following updates;

* Refurbishment work in the old Library in the Community Centre was nearly completed with new carpets and a new sink fitted. The room should be ready for hire shortly.
* WiFi had now been installed in the main building at the Community Centre.
* New chairs for the Community Centre had been ordered.
* BKCA was unsuccessful in its application to the Co-operative Society’s Community Fund, for grant funding support toward roof repairs at the Community Centre.

County Cllr Pugh left the meeting at this point (9.35pm).

**23. Correspondence.**

All correspondence had been made available ahead of the meeting, from 6.30pm, or could be viewed after the meeting by contacting the Clerk. Cllr Lockley highlighted some items of correspondence;

* Letter from HM Land Registry enclosing an application from Dwr Cymru to register easements or other rights at Kingsmoor, Kilgetty. Members agreed not to object to this application. Cllr Lockley signed the application accordingly. Clerk to send paperwork back to HM Land Registry.
* Emails from Beverley Prince about Begelly Play Area. Clerk was asked to write to PCC about ownership of the land and grass cutting responsibilities at Begelly Play Area.

Cllr Jones and Cllr Ward left the meeting at this point (9.45pm).

* Email from Stepaside School about Year 3 and 4 school play on 15 May 2018.
* Emails from Paul Wyatt about Miner’s Field and a reply from Stephen Benger, PCC, to Mr Wyatt.

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* Email from Scout Group about Miner’s Field and the proposed footpath.
* PLANED event on 25 June 2018 about transfer of assets from PCC.
* Email from PCC about the Enhancing Pembrokeshire Grant – Cllrs Adams and Ebrey attending briefing meeting on 16 May 2018.
* Email from PCC about the Draft Rights of Way Improvement Plan for Pembrokeshire (RoWIP2). Clerk to copy to Cllr Thomas.
* Hywel Dda consultation documents ‘Hywel Dda – Our Big NHS Change’.
* Letter from PCC extending deadline to Call for Candidate Sites (LDP2) to 14 August 2018. Clerk to forward details to Cllr Thomas.

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

None.

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

Cllr Adams noted that there were now only 2 trustees of Kilgetty Recreation and Pleasure Ground aka Miner’s Field. Full Council agreed to discuss this matter at the June 2018 meeting.

Cllr Anderson noted that more pot holes had appeared at the entrance to the car park for the GP surgery. Clerk was asked to write to the Co-operative’s agent in Bristol, as previously, to seek repairs.

There being no further business, the meeting closed at 10.01pm.

KBCC

May 2018

**1123**