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

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

Thursday 12 July 2018

MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr David Anderson

Cllr Christopher Ebrey

Cllr Jayne Ebrey (Vice chair)

Cllr Brenda Jones

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr John Whitby

Ian Morris (Clerk and Responsible Finance Officer)

Public Participation session took place between 7.02pm and 7.13pm.

1. **Apologies.**

Cllr Peter Adams, Cllr Janet Ward, Cllr Josephine Woodgate and County Cllr David Pugh.

**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 14 June 2018.**

Cllr Lockley said that reference to the Risk Register at 1128 (9) should be amended to read Financial and Management Risk Assessment. Cllr Smith proposed that, once this amendment had been made, the draft Minutes of the Full Council Meeting held on 14 June 2018 be approved as a true and correct record. Seconded by Cllr Jones. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 14 June 2018.**

None.

**1132**

**5. 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) –** Cllr Lockley reported thatPCC had confirmed that Folly Farm had not yet commenced on their consent and therefore there was no further update. Clerk was asked to write again to PCC to ask why the improvement work had to await Section 106 payment from Folly Farm, particularly in view of the time taken to date and to ask that the work proceeds as soon as possible. Review August 2018.
* **Location of footpath between Mill Bay Homes development and Kilgetty village centre/Land registration of Miner’s Field –** Cllr Lockley summarised two updates from David Job, PCC and responses from Millbay Homes and Natural Resources Wales. These confirmed that PCC had now acquired an amended dormice licence and that the chosen contractor would undertake site clearance work under the direction of ecologists. Once the site had been cleared, the footpath route through the field would be agreed with KBCC. PCC had confirmed that the route would not be suitable for disabled access. Millbay Homes had now erected a new barrier to prevent access on to Miner’s Field from Newton Heights. Clerk reported that Darwin Bowie had now sent through form ST3 as part of the land registration work, for KBCC to sign. Cllr Anderson proposed that the Clerk sign the ST3 form on behalf of KBCC. Seconded by Cllr Christopher Ebrey. Vote taken – all in favour. Review August 2018.
* **Removal of BT Kiosk in Begelly –** Members noted that the kiosk had now been removed and asked the Clerk to take this item off ‘Action Tracking’.

* **Condition of A478 road in Begelly (including dip in road and mud fouling) –** Members previously agreed to review in August 2018 (dip in road element only).
* **Potholes in surface at entrance to surgery car park, Kilgetty –** Members noted that these had now been repaired and asked the Clerk to take this item off ‘Action Tracking’.

**6. Planning.**

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

**18/0249/PA – Proposed potato store and food preparation room (replacement) at Kilgetty Fish Bar, Carmarthen Road, Kilgetty SA68 0YA.**

**1133**

Members noted that this related to a replacement store and food preparation room. Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Whitby. Vote taken – all in favour.

**18/0301/PA – Double garage with one bedroom linked granny annexe above at Cartref, Reynalton, Kilgetty SA68 0PE.** Cllr Thomas highlighted some concerns that had been raised in associated papers about the collapse of coal tunnels. However, after consideration, Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Lockley. Vote taken – all in favour.

**18/0246/PA –** **Erection of dwelling (Outline with all matters reserved) at Land adjacent to Newbury, Station Road, Kilgetty SA68 0XS.** Cllr Smith proposed that this application be recommended for approval. Seconded by Cllr Christopher Ebrey. Vote taken – all in favour.

Other planning correspondence and notices were noted including the LDP2 engagement session to be hosted by PCC on 19 July 2018. Cllr Lockley and Cllr Thomas agreed to attend on behalf of KBCC. Members debated the need for further expansion (large and small) in Kilgetty and other parts of KBCC’s area. Full Council agreed to discuss a KBCC response to PCC on the LDP2 at the 9 August 2018 meeting.

**7. County Councillor’s Report.**

County Cllr Pugh was not present but provided the following written report which was read out by Cllr Lockley;

* Police have had to deal with some incidents of people from Newton Heights still trying to use the footpath from the estate despite it being closed for the dormice survey. There have been alleged incidents of trespass which the Police have dealt with. All residents have received a letter outlining the situation which is temporary.

**8. To approve the costs of GDPR registration with the Information Commissioner.**

Cllr Lockley and the Clerk confirmed that KBCC needed to reqister with the Information Commissioner’s Office and pay a notification fee of £40. Cllr Lockley proposed that this payment be approved. Seconded by Cllr Christopher Ebrey. Vote taken – all in favour.

**9. To consider and approve an additional authorised signatory on KBCC’s cheques.**

Cllr Lockley suggested that, following Cllr Andrews’s resignation, KBCC needed to approve a further signatory for KBCC cheque payments. Members agreed and Cllr Smith proposed that Cllr Jayne Ebrey be nominated as an

**1134**

additional cheque signatory. Seconded by Cllr Thomas. Vote taken – all in favour. Clerk to arrange and take forward.

**10. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary (no office costs) £ 400.00

HMRC – (PAYE) £ 100.00

Russell Evans - (grass cutting) £ 437.50

Information Commissioner – (see item 8 above: GDPR) £ 40.00

Four Seasons (Pembs) Ltd – (bouquet costs) £ 25.00

**Total £ 1,002.50**

Cllr Lockley proposed that all these invoices be approved for payment. Seconded by Cllr Jayne Ebrey. Vote taken – all in favour.

**11. To receive and approve the Bank Reconciliation for Quarter 1 2018/19.**

Clerk handed out copies of the Bank Reconciliation for Quarter 1 2018/19. After due consideration, Cllr Christopher Ebrey proposed that the Bank Reconciliation for Quarter 1 of 2018/19 be approved. Seconded by Cllr Whitby. Vote taken – all in favour.

**12. To receive the Budget Monitoring Report for Quarter 1 2018/19.**

Clerk handed out copies of the Budget Monitoring Report for Quarter 1 of 2018/19. Cllr Jones asked if future copies of the Budget Monitoring Report could be sent out with the agenda, to enable councillors to consider in more depth. In addition, Cllr Jones pointed out an error on the training spend to date which should read ‘0’ and not ‘500’. Clerk made this amendment and apologised. Members agreed that the Bank Reconciliation reports be sent out with the agenda in future.

**13. To consider and approve KBCC’s Standing Orders 2018.**

Following Full Council’s request at the 14 June 2018 meeting of KBCC, Cllr Lockley reported that the Clerk and she had drafted KBCC’s new Standing Orders, based upon the new Model Standing Orders approved by the National Association of Local Councils (NALC). Some councillors asked that they be given more time to consider the draft Standing Orders. However, Cllr Lockley proposed that the draft Standing Orders be approved. Seconded by Cllr Jayne Ebrey. Vote taken 4 in favour, 4 against. Chair’s casting vote: Against. Members agreed to look at the draft KBCC Standing Orders in more detail and consider at the 9 August meeting of KBCC.

**1135**

**14. To review and approve KBCC’s Fixed Assets Register.**

Clerk handed out copies of the Fixed Assets Register for approval. Some Members highlighted concerns over up to date land valuations and that no depreciation had been applied to the assets. Cllr Lockley said that the register was a listing of the costs of assets at the time of purchase. Councillors asked that the old laptop be removed from the register (£481) as this was now defunct. Once this amendment had been made, Cllr Jones proposed that the KBCC Fixed Assets Register be approved. Seconded by Cllr Jayne Ebrey. Vote taken – all in favour.

**15.** **To consider and approve KBCC’s Privacy Statement under the General Data Protection Regulation (GDPR).**

Cllr Lockley and the Clerk had both provided some suggested wording based on existing Privacy Statements of other bodies. (Although the SLCC had forbidden use of the wordings drafted by them.) Cllr Lockley said she would combine the most relevant and appropriate wording from the two documents and present to Full Council for consideration at the 9 August 2018 meeting.

**16. To consider electing further trustees of Kilgetty Recreation and Pleasure Ground (aka Miner’s Field).**

Members felt that the whole of KBCC should be responsible trustees for Miner’s Field rather than just 3 individual councillors. Cllr Smith proposed that the Full Council, KBCC, be approved as Trustees of Kilgetty Recreation and Pleasure Ground (aka Miner’s Field). Seconded by Cllr Thomas. Vote taken – all in favour. Clerk was asked to take forward this change with the Charity Commission.

**17. To receive an update (if any) on the setting up of allotments in Miner’s Field.**

Members noted that there was no update and asked that this item be carried forward to the agenda for the 9 August 2018 meeting.

**18. To receive an update from Cllr Thomas on land ownership of Begelly Play Area.**

Cllr Thomas reported that he had visited the archives office in Haverfordwest and had researched some of the history involved, including the involvement of South Pembrokeshire District Council and Dyfed County Council. Cllr Thomas said he had still to find any evidence of when the land was passed to KBCC/Begelly Community Council; nor had PCC been able to find anything in their records. Cllr Thomas reported that he had received positive feedback from residents about the recent cutting back of the grass in the play area, arranged by KBCC. Cllr Thomas was thanked for his work.

**1136**

At this point, (9.00pm) Cllr Anderson requested an extension to the meeting. This was agreed.

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

Cllr Lockley reported that she had been elected as Chair of the Area Committee for the next two years. Cllr Lockley added that the Town and Community Councils (CTCs) Liaison Group had met on 22 June 2018 and had discussed the following; transfer of assets to CTCs from PCC; Service Level Agreements where assets were transferred; Costs of Election delegated to CTCs (many disgruntled about the late transfer of these costs to CTCs from PCC); PCC/CTC Charter, which was still to be sent out and PALC, which no longer existed.

**20. To consider and approve Councillor training needs for the next 6 months.**

Cllr Lockley said that the OVW autumn training programme from September had still to be agreed. However, two remaining modules from the current programme had been arranged (Chairing Skills on 16 July 2018 and Council as an Employer on 31 July 2018). Cllr Smith proposed that Cllr Lockley and Cllr Jayne Ebrey attend the Chairing Skills module at a cost of £40 each councillor and that Cllr Lockley attend the Council as an Employer module at a cost of £40. Seconded by Cllr Thomas. Vote taken – all in favour. Clerk to make the bookings.

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

Cllr Anderson provided the following update;

* Refurbishment work to the old Library at the Community Centre has been completed and is ready for hire.
* BKCA Data Protection Act 2018 issues are being looked at.
* Work on replacing the heating system in the Community Centre has commenced and one quote has been received. Further quotes would be commissioned.
* The recent Plant Sale raised £400.
* A local resident had raised issues over dog fouling on the pathways around the Common, Kilgetty. It was noted that PCC was running a CTC Dog Watch Scheme (Steve Morbey). Clerk was asked to write to Mr Morbey to see what support PCC might be able to provide in tackling dog fouling issues.

**22. Correspondence.**

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

**1137**

* Email from Heritage Park, Stepaside inviting Members to a meeting to discuss their future plans. Cllr Thomas agreed to take forward whilst noting that Heritage Park was not within KBCC’s area.
* Various correspondence from residents about the proposed footpath through Miner’s Field.
* Email from OVW about their AGM to be held on 29 September 2018.
* Letter from Des and Sylvia Stone thanking Cllr Thomas for his efforts in getting the grass cut at Begelly Ply Area.
* PCC email about LDP2 consultation events in July 2018.
* Letter and attachments from Local Democracy and Boundary Commission for Wales’s draft proposals following their review of the electoral arrangements for Pembrokeshire. Members noted the proposed name change for Kilgetty/Begelly ward.

**23. To discuss email communications sent on behalf of KBCC.**

Cllr Lockley asked councillors that when sending emails on behalf of KBCC, they check with the Chair or Clerk to ensure that work was not already being undertaken. This would avoid the duplicating of tasks. Cllr Lockley said that most emails sent to the Clerk would be deemed to be in the public domain. Cllr Thomas felt a little frustrated that issues mentioned to him by residents had to await until the following KBCC meeting before action or a decision was agreed. Cllr Lockley urged residents and councillors to use PCC’s website to report urgent and other matters that fell under PCC’s responsibility rather than await KBCC’s next meeting.

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

None.

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

Cllr Thomas reported he had received a complaint about Kilgetty play area. Smashed glass and exposed screws on play equipment had been reported. However, he had checked and could not find traces of glass or exposed screws and wondered if Russell Evans had remedied and tidied up.

Cllr Anderson had been approached by two residents of Fir Grove, Begelly, about lack of PCC road sweepers and weed sprayers being deployed in Begelly. In addition, an attendee of last month’s Public Participation session had felt their views were being ignored. Clerk said that he had recorded the person’s concerns.

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

KBCC

July 2018

**1138**