

## BURTON COMMUNITY COUNCIL

### **Minutes of the monthly meeting held at the Jubilee Hall, Houghton, on Wednesday 3<sup>rd</sup> April 2019**

**Present:** Cllrs Laurence Price, Paddy McNamara, Nia Phillips, Robin Howells, Alun Williams, Derek Jones, John Evans, Iain Wood, Scott Sinclair (vice-Chair); Peter Horton (Clerk).

**Apologies:** C'llrs Michael Pettit, John Mathias.

#### **Declarations of known interests**

C'llr Laurence Price declared a personal but non-prejudicial interest in the discussion on the satellite dish on land at the old school site, Houghton, as the landowner was a friend of his.

#### **Minutes of March 2019 monthly meeting**

The minutes were agreed as an accurate record, and signed by the Chairman (proposer C'llr Laurence Price, seconder C'llr Alun Williams).

#### **Matters Arising**

**Sewage disposal, Houghton.** C'llr Alun Williams had heard nothing from Welsh Water regarding the situation at Foxhall. C'llr Laurence Price had in hand the preparation of a sign advertising the N.R.W. hotline number to be placed on the boundary fence.

**Hywel Dda.** A substantive response to the letter sent following the February meeting had been received, and was discussed. C'llr Derek Jones expressed ongoing concerns over possible plans to downgrade and run down Withybush Hospital. Members agreed that it was important to keep the issue under review. Matter to be placed on September agenda for further consideration.

**Playing field.** C'llrs Iain Wood and John Evans informed Members that arrangements were progressing well for the summer fete. The Clerk was asked to contact One Stop Property Development to ask for the grass-cutting to be re-commenced this season. Matter of problems with the goalposts to be placed on the May agenda for discussion.

**Toll removal, Cleddau Bridge.** Members noted that P.C.C. was refunding ticket sales at the bridge. C'llr Iain Wood did not feel that traffic flow had been affected much since the toll removal. However, Members decided to leave the matter for discussion as an agenda item in May, when a better picture would be available. In the meantime, Clerk to contact P.C.C. to ask about the arrangements for closing the bridge in high winds.

**Members allowances.** Members were reminded of the arrangement whereby the allowances of £150 would be paid at the May monthly meeting to all Members who had not waived the payment in writing.

**Flower planters, Sardis / Hill Mountain.** Still in hand with C'llr Laurence Price. C'llr Laurence Price to also arrange the collection of the bench made in memory of Claire Zawadzki being held by Mr. Walters.

#### **Plans**

##### **Applications**

**18/1294/PA – Variation of condition 2 of planning permission 11/0430/PA**

**Site Address:** Plot 9, Houghton Nursery, Houghton, SA73 1NW – No comments.

**18/1298/PA – Proposed timber garage to be located adjacent to the existing dwelling.**

**Site Address:** Highland, Ashdale Lane, LLANGWM, Haverfordwest, SA62 4NU – No objections. However, Clerk to flag up with P.C.C. the fact that the plans used in the application appeared to be old ones, without the existing garage shown on them.

**NP/19/134/FUL – Extension, reconfiguration and balcony, Newton Farm, Houghton SA73 1NF – No comments.**

## **Correspondence**

- 1) P.C.C. – Notification of vacancy on Standards Committee – noted.
- 2) O.V.W. – March 2019 News bulletin – noted.
- 3) P.C.C. Common Land Officer – Common land, Sardis – dealt with in agenda item.
- 4) Hywel Dda – dealt with in ‘Matters Arising’.
- 5) P.C.C. (copy of letter to B.J.H.C.) – response to concerns raised by B.J.H.C. about safety issues due to the lack of a pavement between the Jubilee Hall and car park – Clerk to write to P.C.C. to ask if the pavement is likely to be completed in 2019/20.
- 6) Burton Parents’ and toddlers’ group – Request for financial assistance – deferred for consideration in May. In the meantime, holding response to be sent.
- 7) Broadway Partners – Information about community broadband schemes – noted.
- 8) Mr. Phil. Davies, Sardis – Concerns over proposals for common land, Sardis – dealt with in agenda item below.
- 9) O.V.W. – Notification of forthcoming Pembrokeshire Area Committee meeting to be held on 16<sup>th</sup> April in County Hall – C’llrs Alun Williams and Iain Wood undertook to attend.
- 10) Keep Britain Tidy – Invitation to participate in ‘Great British Spring Clean’ initiative – C’llr John Evans undertook to obtain litter picking kits from P.C.C. Once these had been obtained, C’llr Evans to inform Clerk, so that notices could be prepared and placed in the noticeboards inviting volunteers to participate in litter picking. C’llr John Evans to be point of contact for this initiative. Members considered requests that had been made from persons wanting keys to the noticeboards to place notices. It was felt that the Community Council should retain control of the noticeboards, and that keys should not be given to outside persons. It was mentioned that a notice was currently in the Bowling’s Corner noticeboard naming C’llr Derek Jones as a point of contact for anyone wishing to place a notice in the noticeboard. It was agreed to extend this arrangement to the other noticeboards, with C’llrs John Evans and Derek Jones as the contacts for the Bowling’s Corner noticeboard, C’llr Laurence Price for the Jubilee Hall noticeboard, and C’llr Scott Sinclair for the Burton Ferry noticeboard.
- 11) P.C.N.P.A. – Information on reducing light pollution – noted.
- 12) P.C.C. – Response to enquiry about relaying concrete path at Sardis bus shelter – dealt with in agenda item on ‘risk assessment actions’ below.
- 13) P.C.N.P.A. – Information on proposed updated Walking Directory – noted.

## **Accounts**

### **Payments**

There were no payments for approval this month.

### **Quarterly budget review**

Members had been circulated a copy of the provisional accounts statement for the end of March, and projections for the forthcoming financial year. These indicated that the accounts were looking in good health. The effective reserves carried over after pre-committed expenses were taken into account were reasonable, given the responsibility for possible election costs and potential unexpected maintenance costs on Council assets. C’llr Iain Wood mentioned the precepted item for graveyard maintenance at Burton Church. He understood that the church had to send £1000/month to the Diocese. Clerk to send a letter to the Diocese, asking if they were aware of the contribution made by the Community Council, and seeking justification for the £1000/month levy (proposer C’llr Iain Wood, seconder C’llr Robin Howells).

Members were happy with the revised format of the quarterly budget report, and it was left that this format would be carried forward to future reports.

### **Internal audit engagement letter**

Members were happy with the contents of the letter. In general terms, it was left for the Clerk to carry out any routine actions required in connection with the accounting and auditing processes, while bringing to the attention of Members any matters which might potentially be of interest or concern to them, or require their input.

## **Discussion of community council budgeting structure**

Covered in 'Accounts' above.

## **Discussion of common land at Sardis, including any necessary discussion of tree-planting arrangements**

Members were informed that a site meeting with the Common Land Officer had been held. As a consequence, a number of possible actions had been agreed in principle. The Common Land Officer did not know whether or not Welsh Water had formal permission to use the common land for turning purposes, and had undertaken to research this. Nothing further had been heard from him on this. Clerk to contact the Common Land Officer to ask about this.

The letter received from a local resident was discussed. This raised concerns at the possible loss of the turning area, as this would mean that vehicles had to reverse right down the land. Cllr John Evans mentioned that the Council dustcarts already do that now, and did not feel that was a particular issue. However, following discussion, it was agreed that in the likely event that no formal agreement was already in place with Welsh Water, the Clerk should contact Welsh Water, to offer them a 6m x 6m turning area, asking them what they would be prepared to contribute to the Community in exchange for this, and requesting a response prior to the May meeting. Members were in agreement, however, that it would probably be a good idea to leave the turning area in any case, for general public use.

Members were informed that the trees had now been delivered to Cllr Alun Williams' home, and were growing vigorously. It was considered important that they should be planted as soon as possible. It was left for Cllr Alun Williams to put this in hand, with other Members assisting as possible. In connection with this, it was noted that a bale of straw and an old settee had been dumped on the land, and these would need removing before the tree-planting was carried out. It was further agreed that the Clerk would write a letter to the six or so residences in the vicinity of the site, informing them of the actions proposed, and providing contact details in case any of them wished to make comments. These letters to be dropped off at Cllr John Evans' home for delivery.

A final decision on arrangements to place the boulders across the site frontage was deferred until after the letters had been sent out. This matter to be re-visited in the May meeting.

Cllr Alun Williams mentioned that much of the builder's equipment and materials moved from the main common land area and stored along the lane edge are in fact still on the common. There was some debate over the advisability of pursuing this at the moment, or at all. Members were in agreement that it would be better to look at this matter separately later on, once the main issues had been finalised.

## **Discussion of annual risk assessment actions required (including possible maintenance work / replacement of noticeboard(s))**

**Concrete path to Sardis bus shelter.** A response had been received from P.C.C. stating that the path was probably the responsibility of the Community Council. Clerk to contact P.C.C. to check on the ownership of the grass area in front of the bus shelter. Matter to be placed on May agenda for discussion, this to include a discussion about possible placing of bollards around this area.

**Overhanging trees, Bowling's Corner.** Members reported that this work was now complete. Cllr Scott Sinclair undertook to chase up the bill for the work.

**Metal gates, playing field.** Cllr Laurence Price intended to arrange the removal of the gates during the forthcoming week.

**Houghton play area.** Cllr Laurence Price had been in contact with Mr. Gary Price of P.C.C. who had been carrying out an inspection of the play area. He had mentioned concerns over the matting around the seesaw, and the Leylandii trees overhanging the play area. Clerk to make contact with P.C.C. to request a written list of actions requiring attention. Regarding the boundary fence, Pembrokeshire Fencing had attended the site, but stated that they could not

provide a quotation, as the type of fencing installation was different from that normally installed by them. Clerk to obtain quotations for the fencing from Richard Thomas Fencing of Nolton Cross, and Lodge Farm Services.

**Community noticeboards.** An estimate of £380 had been received from Mr. Tom Greenwood to replace the doors on the two noticeboards at Bowling's Corner and Houghton with twin side-opening doors. Members voted to accept this quotation, with a request for the work to be carried out as soon as possible, as the door on the Bowling's Corner noticeboard was now seriously compromised (proposer C'llr Laurence Price, seconder C'llr Derek Jones). C'llr Scott Sinclair had discussed possible relocation of the Burton Ferry noticeboard onto the side of the Jolly Sailor pub. The owner had indicated that this was likely to be acceptable, though nothing formal had been discussed. It was left with C'llr Scott Sinclair to pursue this with the owner. In the meantime, a decision on whether or not to renew the door on this noticeboard was deferred, as a new, smaller, noticeboard might be needed at any new location agreed.

#### **Discussion of drainage problems, Rhooseferry Lane**

Clerk to write to P.C.C. about the 4" pipe running under the road about 100m past the old quarry, at the low point in the road below the entrance to Rhooseferry Farm Cottage. The pipe is inadequately sized, and in need of enlarging to prevent flooding of the carriageway.

#### **Discussion of satellite dish placed on land adjacent to Main Road, Houghton**

Members were unsure if the land on which the satellite dish is sited is private, or highway verge. The available plans seemed to indicate that it was probably private.

Clerk to contact P.C.C. to raise the matter of ownership of the land in question. Clerk to also research the possible need for planning permission for the satellite dish. A decision on carrying out a Land Registry search was deferred pending the outcome of these enquiries.

#### **Burton Ferry Boat Garden area.**

C'llr Scott Sinclair to obtain quotations for the necessary fence repairs, and to arrange the required maintenance of the existing benches. Clerk to check with the Common Land Officer whether or not placing a sign on the land prohibiting barbecues would be legal.

#### **Any other business**

**Prince of Wales Close.** C'llr Laurence Price had received complaints from residents concerned at growth obstructing the pavement. Clerk to contact P.C.C. to request action to address this.

**Road drain outside Trinity House.** C'llr Scott Sinclair had received complaints that this drain was blocked again, and causing erosion of the carriageway. Clerk to report to P.C.C.

**Ditches, New Wells Road.** C'llr Robin Howells mentioned that P.C.C. had visited the site on three occasions to 'look at it', but had done nothing concrete. Matter to be placed on May agenda for discussion.

**Ashdale Lane junction with main road.** C'llr Alun Williams mentioned that there had been problems with visibility at the junction since its redesign, due to inadequate sightlines. Matter to be placed on May agenda for discussion.

Members were reminded that other than emergency matters, no actions were allowed legally on items raised under 'Matters Arising'. There was some concern that this definition was being stretched somewhat. Members were encouraged to notify the Clerk of any issues in advance, so that they could be included on the agenda, and hence dealt with more expeditiously.

#### **Public Forum**

There were no members of the public present.

The meeting ended at 8-50pm. Next meeting, Wednesday 1<sup>st</sup> May, 2019, to commence with the 2019 A.G.M.