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

Full Council Meeting held at Kilgetty, Begelly Community Centre, Kilgetty at 7.30pm.

Thursday 14 August 2014

DRAFT MINUTES

**Present:**

Cllr Trevor Andrews (Chair)

Cllr Diane Lockley (Vice-chair, from 8.10pm)

Cllr David Anderson

Cllr Terence Gardner

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also in attendance.

**1. Apologies**

Cllr Brian Molyneux

Cllr Ann Pendleton

Cllr Janet Ward

**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 10 July 2014.**

Cllr Anderson proposed that the draft minutes of the Full Council Meeting held on 10 July 2014 be accepted as a true and accurate record, seconded by Cllr Gardner. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 10 July 2014.**

**Artificial flowers - hanging baskets:** Cllr Anderson reported that he had spoken to the BKCA about the proposal for KBCC to purchase artificial flowers in hanging baskets for Kilgetty for 2015. BKCA was generally supportive of the proposal but had asked to see a sample at their next meeting.

**Men’s Shed in Kilgetty:** County Cllr Pugh was not able to attend the latest meeting of this initiative. Cllr Andrews nor Cllr Ward were able to attend. Members asked that an update on this initiative be included on the September 2014 agenda.

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**KBCC Office Unit:** County Cllr Pugh reported that he had spoken to Chris Perkins, Manager, Co-operative, Kilgetty. Mr Perkins had asked that Cllr Pugh provide a quote for the cost of paint. Cllr Pugh duly submitted a quote and news was awaited from the Co-operative on their support.

**Casual Vacancy:** Miss Barnes was unable to attend this Full Council meeting.

**Retirement of WPC Foley:** Cllr Andrews reported that he had seen WPC Foley recently and she had mentioned that she had been delighted to receive KBCC’s letter of thanks for her work locally and for the best wishes for her retirement.

**5. Action Tracking**

The Clerk handed out a copy of the latest action tracking note and a copy is attached to these official minutes of the meeting.

* **Reduction in speed limit to 30 mph from Folly Farm –** Review in October 2014.

* **Footpath widening between Stone Pitt and Begelly Stores and footpath maintenance –** Review September 2014.
* **Remedial work to KBCC’s office building –** Quote for paint given to Co-operative.Review in September 2014 as an agenda item.
* **Hartnell Taylor Cook LLP: Co-operative leased buildings –** County Cllr Pugh to chase up the fire inspection and certificate and will let the Clerk know of progress.Review September 2014.
* **Potholes in GP surgery car park –** Review September 2014.
* **Remedial work to the Rope Walk, Kilgetty Play Area –** Clerk reported that Tawny Wood had said they would undertake the remedial work (netting) as soon as possible. This had not yet been undertaken. County Cllr Pugh suggested that ‘*Bizzy Play*’ could be asked to do the work if Tawny Wood was not forthcoming. Review September 2014.
* **Repainting of Yellow Lines, Ryelands Lane –** Cllr Andrews confirmed that the lines had been repainted on 7 August 2014. Item could now be taken off Action Tracking.
* **Trimming of vegetation along pathway in Oakfield Drive, Kilgetty –** Clerk reported that Pembrokeshire County Council (PCC) had asked their ‘Beat Gang’ to schedule this work. Review September 2014.
* **Trimming of verges and hedges along Ryelands Lane –** work completed. Item could now be taken off Action Tracking.

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* **Trimming of hedge and bank in Carmarthen Road (adjacent to Ryelands Lane) –** work undertaken by PCC and road sign now visible. Item could now be taken off Action Tracking.
* **Repair to pathway and stream banks between Hackett Farm and Reynalton –** Members unsure if work had been undertaken. Review September 2014.

**6. Planning**

Members considered the following planning application and recommended approval although PCC had not sent through all accompanying paperwork;

**14/0376PA –** Erection of Lean-to for use of cafe and servery at Folly Farm, Begelly**.**

Other planning notices were noted by Members.

**7. County Councillor’s Report**

County Cllr Pugh updated KBCC on the following;

* 5 new dog (no dog fouling) signs had now been fixed at Kilgetty Play Area. Cllr Pugh had also fitted a temporary fence at the gap in the play area fencing.
* Proposals to improve traffic flow through Kilgetty (including attempts to reduce illegal parking outside the Co-operative) were still going ahead. A Statutory Process/Notices needed to be undertaken first and this should commence at the end of August 2014. Clerk suggested that Silcox Coaches be included in any consultation process by PCC.
* Bund in Kilgetty Play Area had now been cut back. This had been arranged and paid for by BKCA.
* A new head teacher had been appointed for Stepaside School and would commence work in January 2015. The new appointee is keen to work with the local community and Members agreed to invite the new head teacher to a KBCC meeting in the New Year.
* Proposed changes to the electoral boundaries were not now being implemented and so the next local Government elections (in 2017) would be contested on current boundaries. The changes may be implemented in 2020.
* Community Centre roof needs urgent repairs. This will be undertaken shortly.

Members thanked County Cllr Pugh for his helpful update.

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**8. To consider and approve the 2014 Annual Inspection of Kilgetty Play Area.**

Clerk reported that the 2014 inspection of Kilgetty Play Area was now due. Clerk said he could contact RoSPA. However, County Cllr Pugh agreed to approach Terry Gordon (who had undertaken the 2013 inspection) to look at arranging a site inspection. Clerk provided relevant contact details for County Cllr Pugh.

**9. To receive an update on support for remedial action on the KBCC Office Unit**.

See also above discussion at 815. Cllr Anderson asked if KBCC should revisit its plans for the future of the office unit. Local residents had been noting the dilapidated condition of the unit. Cllr Andrews added that the window frames did not look safe. County Cllr Pugh confirmed that the frames were rotten and suggested that some quotes could be sourced for repair and replacement of the windows and frames. Members agreed. Cllr Andrews said he would speak to a local double glazing contact and the Clerk was encouraged to seek a quote from ROMA Windows of Narberth. Clerk asked to ensure that this item was on the agenda for the September 2014 meeting.

**10. Community Association Report.**

Cllr Anderson provided the following update;

* Appropriate dog signs now installed in Kilgetty play area.
* The carpet in the Green Room cannot be repaired and will be kept as is for now.
* Artificial flowers in Kilgetty; see 814 above.
* The volunteer-run Kilgetty library was not being well used. Volunteers are happy to continue in their work provided more people make use of the service. Decision on its future will be made at the end of the year. Meantime, Clerk asked to mention in the Press Release (Use it or lose it!).
* BKCA impressed by Pembrokeshire County Council’s (PCC) wild flower sowing this year and are keen to get advice from PCC to aid wild flower planting next year, in the local area.
* This year’s Begelly-Kilgetty Fun Day, which took place on 9 August, was a great success and was well attended. Thanks to all the local volunteers for their preparatory work and for their help on the day.

**11. Community Centre Report.**

Cllr Anderson asked about progress with Valero on their offer to help undertake painting and other work at the community centre. County Cllr Pugh

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confirmed that Valero were serious in their offer of support but had noted that there was a substantial amount of work required. This should begin later in the year or early in 2015. KBCC agreed to hold fire on commissioning work from other sources, for the time being.

At this point (8.35pm), County Cllr Pugh left the meeting.

**12. Accounts for Payment.**

Clerk brought forward the following accounts for payment;

Ian Morris – salary and office expenses £ 361.00

HMRC (PAYE) £ 76.00

SWALEC £ 22.29

Karl Butler (T/A *Dig It Garden Services*) £ 410.00

**Total £ 869.29**

Cllr Lockley proposed that these payments be made, seconded by Cllr Gardner. Vote taken – all in favour.

Cllr Lockley agreed to re-draft the grass cutting contract monthly claim form, to make the dates of the grass cutting (by area) clearer for all concerned.

**13. To approve Section 3 of the Annual Audit Return for 2013/14.**

Clerk reported that BDO LLP, External Auditors, had signified their intention to issue an unqualified report for 2013/14 and had asked that KBCC now approve Section 3 of the annual return. Cllr Gardner proposed that Section 3 be approved and signed by the Chair and Clerk, seconded by Cllr Lockley. Vote taken – all in favour.

**14. To consider a further request for support for the re-lining of Thomas Chapel Duck Pond.**

A request from residents of Thomas Chapel for support for the re-lining of Thomas Chapel duck pond was read out. Cllr Lockley suggested that problems at the pond could be caused by the sluice gate. Cllr Anderson wondered if the pond was sited on Common land and may have been installed originally by local miners. Cllr Anderson proposed that KBCC offer a grant of £500, providing that local residents also contribute. He suggested that they may also wish to explore the possibility of applying for Welsh Government/CADW support for restoring village ponds. Seconded by Cllr Gardner. Vote taken – all in favour.

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**15. To review KBCC’s grass cutting contract for 2014.**

Members were concerned about possible discrepancies between dates submitted on the monthly claim forms and the actual dates of the grass cutting, particularly in Reynalton and Thomas Chapel. The new monthly claim form to be drawn up by Cllr Lockley may help clarify issues. Clerk asked to send the new form to Karl Butler (T/A *Dig It Garden Services*) and to also ask him when he proposes to cut The Common. Members noted the conditions of the grass cutting contract and the possibility that a new tender process could be undertaken for the 2015 season.

**16. To receive an update on the One Voice Wales (OVW) Area Committee meeting, including AGM.**

Cllr Lockley attended the latest OVW meeting held on 15 July 2014. This included the AGM. Cllr Lockley provided the following update;

* Cllr Raymond Llewellyn was elected Chair of the Area Committee for 2014/15 and Cllr Paul Davies was elected Vice Chair.
* Cllr Lockley will continue as a member of the OVW Town and Community Council Liaison Group which meets four times per year.
* Website content: Welsh Government want to bring in to the public domain a Register of Members’ Interests. OVW against this proposal.
* Closure of Public Toilets; some local authorities are using contractors from England for cleaning services, saving some money. OVW say that toilets charging a 20p entry fee are most effective.
* Membership of OVW and PALC by Town and Community Councils is about 50/50 in Pembrokeshire.

**17. To consider news items for the KBCC website.**

Clerk was asked to include some words about the success of the Kilgetty-Begelly Fun Day held on 9 August and about the Teddy Bear Parachute Jump scheduled for 23 August. Clerk also asked to mention the future of the library in Kilgetty and to encourage local residents to use this volunteer run service. [www.pembstcc.co.uk](http://www.pembstcc.co.uk)

**18. Correspondence**

Cllr Andrews brought forward the main items of correspondence;

* Pembrokeshire Community Forum meeting in Saundersfoot on 8 September 2014.

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* Incorrect invoice issued by PCC for salt bin installation (already paid by KBCC).
* Notification of OVW annual conference on 4 October 2014 in Builth Wells.
* Email from WCVA about training for Trustees, on tendering processes.
* Email from Welsh Government about the Welsh National Marine Plan.
* Quote from Morgan and Morgan for office stationery (Clerk to handle).
* Hywel Dda correspondence and copies of presentation slides from recent event for Community Councils on maternity/neo-natal services at Withybush and Glangwili Hospitals.
* Simon Hart MP newsletter.

All other correspondence was brought forward and noted by councillors.

**19. Emergency items and other outstanding matters.**

None presented.

**20. Any Other Business**

Clerk reported that he had ordered the appropriate Chairman’s ‘bars’ from Thomas Frattorini and these should be delivered by 20 August 2014.

Cllr Lockley mentioned that she had spoken with Matt Cloud, PCC, about the condition of the pathway/stream banks between Hackett Farm and Reynalton. Mr Cloud had confirmed that this was the responsibility of PCC. Clerk confirmed he had sent a further email to PCC about the condition of the pathway.

Cllr Andrews asked the Clerk to email County Cllr Pugh about the installation of a lamp timer on the streetlight outside Montrose Cottage, in readiness for the Christmas lighting.

 There being no further business, the meeting closed at 9.50pm.

Kilgetty, Begelly Community Council

August 2014

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