

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held online on Wednesday 3rd June 2020, 6pm

Present: Cllrs Vicky White, Paddy McNamara, John Mathias, Nia Phillips, Derek Jones, Alun Williams, John Evans, Scott Sinclair (vice-Chairman); Peter Horton (Clerk).
Apologies: C'llrs Robin Howells, Laurence Price.

The meeting was chaired by C'llr Paddy McNamara (Council Chairman).

The Chairman welcomed C'llr Vicky White to her first meeting.

Declarations of known interests

None.

Minutes of March 2020 monthly meeting

The minutes were agreed as an accurate record of the meeting, and held by the Clerk for signature by the Chairman following the meeting (proposer C'llr Scott Sinclair, seconder C'llr Alun Williams).

Matters Arising

Burton Jubilee Hall Committee request for financial assistance. Nothing further had been heard from the Hall Committee to date.

Common land / bridleway, Houghton. Nothing further had been heard from P.C.C. regarding the matter. C'llr Paddy McNamara had seen the site recently, and noted little change from previous visits.

Potholes between Hill Mountain and Sardis. C'llr Alun Williams reported that these had been repaired for a second time.

Cobbled paving, Burton Ferry. C'llr Scott Sinclair clarified that it was cleaning up of the cobbles that was envisaged. Nothing had yet been arranged regarding this, and it was thought likely that undertaking this on some kind of voluntary basis might be the most likely course of action for this year.

A.G.M. It was confirmed that the 2020 A.G.M. had been deferred until later in the year, on a date to be agreed.

Work on pond, Church Road. Members were informed that nothing further had taken place regarding this matter, or was envisaged during the current restrictions.

Discussion of downgrading of Withybush Hospital services. Members were agreed that this matter could be re-visited once the current restrictions had been lifted.

Plans

Applications

The following consultations had been received since the last meeting, but no formal consultation responses submitted :

19/1201/PA – Renovation, alteration and extension of 2 storey dwelling; C3007 Junction U6114 To Junction Jolly Sailor Slip, Milford Haven, SA73 1NX

19/1204/PA – Non-compliance with agricultural occupancy condition for a period in excess of 10 years; Badger Cottage, Church Road, BURTON, Milford Haven, SA73 1NU

19/1207/PA – To erect a single storey detached garage within the curtilage of existing dwelling; 17, Elidyr Park, LLANGWM, Haverfordwest, Pembrokeshire, SA62 4NW

20/0068/PA – Variation of plans for plot 3 of planning permission 13/0726/PA and Non Material Amendment 19/1347/NM; The Hays, BURTON, Milford Haven, Pembrokeshire, SA73 1NX

20/0074/PA - Construction of Conservatory to Front Elevation; Ambercroft, HILL MOUNTAIN, Milford Haven, Pembrokeshire, SA73 1N

Planning consents issued (for information)

19/1075/PA – Variation of condition 2 (approved plans and documents of planning permission 18/0939/PA (Demolition of Existing Canteen, 5 New Residential Dwellings and New Site Access off Burton Road.), to allow the redesign of plot 5; The Old School, School Road, HOUGHTON, Milford Haven, Pembrokeshire, SA73 1NN

19/1207/PA - To erect a single storey detached garage within the curtilage of existing dwelling; 17, Elidyr Park, LLANGWM, Haverfordwest, Pembrokeshire, SA62 4NW

Planning refusals issued

19/1072/PA – Erection of detached garage / hobby workshop, extension of garden, siting of solar panels and creation of earth bank; BUNGALOW, Milton Gardens, BURTON, Milford Haven, Pembrokeshire, SA73 1LG

Urgent correspondence

1) Llangwm residents – Work at Badger Wood, Llangwm – dealt with in agenda item below.

2) Internal auditor – Internal audit report – dealt with in item below.

3) P.C.C. – Invitation to consider lease of land off Hill Crescent – dealt with in agenda item below.

4) P.C.C. – Invitation to form working group to progress the project to construct a footpath to the Village Hall – Members agreed that C’llrs Laurence Price and John Evans should represent the Community Council on a working group. Clerk to inform C’llr Laurence Price of this, and also inform P.C.C. accordingly.

5) Western Power – request for input on proposals to place ground-mounted cabinet on common land – It was suggested that C’llr Laurence Price deal with this initially. Clerk to email C’llr Laurence Price about this, and ask him if he would attend a site meeting with Western Power to examine the proposals in detail.

Accounts

Payments

Clerk (salary, April – June 2020)	:	as per contract.
HMRC (PAYE tax, April – June)	:	as per contract
Clerk (incidental expenses for December 2019 – June 2020)	:	£ 70-35

Payments made since last meeting for ratification

Denise Mayr (internal audit fee)	:	£ 70-00
Zurich (insurance premium)	:	£509-65

The above payments were approved by Members (proposer C’llr Alun Williams, seconder C’llr Derek Jones).

Members’ allowance for 2020/21. The Chairman asked that any Members wishing to waive their Member’s allowance should email the Clerk to notify him of this within the next fortnight. Cheques to be issued following that to all other Members.

Consideration and approval of 2019/20 Annual Governance Statement

Members considered all sections of the Annual Governance Statement.

It was noted that the external auditor had incorrectly referred to depreciation having been applied to valuations in the 2019 Asset Register, and asked for the valuation to be re-stated on the 2019/20 audit form. In accordance with this request, the asset valuation had been labelled as 're-stated' on the form. However, as depreciation had not, in fact, been applied in the year in question, the valuation had not been altered.

It was noted that the Auditors had altered the previously advised timetable for public inspection of the accounts. This had now been moved forward to September. Members were content that all the necessary arrangements were in place with the Clerk for this to be done at the appropriate time.

It was noted that the Financial and Asset risk assessments had been updated.

It was agreed that there should be discussion at a future meeting to clarify arrangements should the Clerk be absent.

Following the discussion, Members approved the Annual Governance Statement (proposer C'lr Alun Williams, seconder C'lr Derek Jones). The document was signed by the Clerk as Responsible Financial Officer, and held by the Clerk to be forwarded to the Chairman by post for his signature.

Discussion of Coronavirus-related matters, including business continuity and contingency arrangements

C'lr Scott Sinclair commented on the current arrangements in place during the Coronavirus situation, in which the Chairman's leadership took on a very pivotal role. He felt that these arrangements were working well. Members agreed with this.

Discussion of traffic calming scheme in Burton and Burton Ferry

C'lr Scott Sinclair had circulated to Members a number of documents summarising the current situation, and forming the basis of recommendations to be put to Members. As a result of this, the matter was discussed, and the following recommendations put to Members :

- 1) That the draft proposal outlining the scheme proposed for the purchase and installation of the speed-activated signage should be submitted unamended to P.C.C., apart from a correction in the figure stated for funds raised in the community from £3165 to £3156.
- 2) That the budget of £3000 previously set aside by B.C.C. should be increased by £301 to cover the anticipated shortfall in costs.
- 3) That an order for the chosen signage should be submitted at the appropriate time, taking into account the preparatory work needing to be undertaken by P.C.C.

In agreeing these items, Members supported the recommendation of supplier for the signage, on the basis of the four quotations that had been received, and the explanation given for the recommendation made to accept the quotation by Coveal.

The above proposals were resolved by Members (proposer C'lr Alun Williams, seconder C'lr Nia Phillips).

C'lr Alun Williams asked about the cost of an extended warranty beyond the two year guarantee period. C'lr Scott confirmed that the stated cost of this was £105/year in total for the two signs. It was accepted that this could be considered at a future date.

C'lr Scott Sinclair also pointed out that all the matters discussed had been fully considered and agreed by C'lr Robin Howells and Laurence Price.

It was left that C’lr Scott Sinclair would forward the relevant documentation to the Clerk, for this to be submitted to P.C.C.

Discussion of situation at Badger Wood, Llangwm

C’lr Alun Williams asked about any feedback on the investigations into work carried out in Badger Wood. He commented that, while no work was currently ongoing in the wood, there had been extensive damage to it.

The Clerk confirmed that no feedback had been received from either P.C.C. or the Police. Clerk to chase up a progress report prior to the next meeting. Matter to be placed on the next meeting agenda.

Discussion of possible leasing of land at Hill Crescent

It was explained that the Community Council had been approached by P.C.C. to ask if they would be interested in leasing land off Hill Crescent, possibly at a peppercorn rent.

Members were in agreement that B.C.C. should try and pursue an agreement with P.C.C. for the leasing of the land.

It was explained that P.C.C. were requesting a detailed set of proposals on how the land would be managed. However, C’lr Scott Sinclair suggested that a ‘working group’ approach should be pursued to drive the matter forward. Members were in agreement with this. C’lrs Nia Phillips, Derek Jones and Scott Sinclair were nominated to take part in a working group arrangement with P.C.C. if this could be arranged. To this end, Clerk to contact P.C.C. to seek an initial site meeting with the three nominated Members. All this was agreed by Members (proposer C’lr Scott Sinclair, seconder C’lr Derek Jones).

Any Other Business

Work at Sardis Cross and Sardis Sewage Pumping Station. Clerk to ask C’lr Laurence Price for an update on obtaining quotations for the work needed at these sites.

Draft minutes. It was agreed that the minutes for this meeting would be circulated for comment / amendment, and then published on the website in draft form once agreed, with formal approval to take place at the next meeting in the usual way.

The meeting ended at 7-15pm. Next meeting to be held on Wednesday 1st July 2020, 6pm.