

## BURTON COMMUNITY COUNCIL

**Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and also online via the Zoom videoconferencing platform, on Wednesday 1<sup>st</sup> March 2023, 7pm.**

**Present:** Cllrs Robin Howells (Chairman), John Evans, Fiona Hart, Scott Sinclair, Laurence Price, Derek Jones, Paddy McNamara, Vicky White, Nia Phillips, Peter Griffiths, John Mathias; Peter Horton (Clerk).

**Apologies:** None

**Also present :** P.C. Neil Lees, Dyfed-Powys Police Neighbourhood Policing Team for Milford Haven area.

### Declarations of known interests

None.

### Opportunity for public representation on tabled agenda items

No members of the public were present.

### Approval of minutes of the February 2023 monthly meeting

The minutes were approved as written (proposer C’llr Robin Howells, seconder C’llr Derek Jones), and held by the Clerk for subsequent signature by the Chairman.

### Matters arising

**Sardis planning enforcement.** No change.

**Litter bin provision, Houghton playing field.** C’llr Robin Howells had met officers from P.C.C. on site. They would not agree to fund an additional bin at the playing field. However, they had offered to replace the ones at the bus shelter and playpark if necessary, including upgrading them, and re-siting the playpark bin so it could be accessed from the main road pavement. They had also provided some anti dog-fouling signage produced by P.C.C. However, Members were not impressed by the signage, feeling it could well be misinterpreted and confusing. Clerk to provide feedback to P.C.C. concerning the signage, expressing the view that was considered unsuitable for its intended purpose.

**Toilets, Burton Ferry.** Nothing further had been heard regarding the request for a copy of the legal agreement made when the land was acquired by P.C.C. Clerk to chase up again with P.C.C.

**Burton W.I.** C’llr Robin Howells had met representatives from the W.I. at Houghton Green, and agreed positioning of a commemorative Rowan Tree alongside the information board, to complement the tree already planted by B.C.C. A risk assessment for the planting operation had also been provided.

**Hywel Dda community hub visit.** Members decided to await the opening of the hub in Fishguard before making a planned visit.

### Plans

#### **Applications received**

**22/1045/DC** - Proposal : Discharge of conditions 5 (Planting Scheme) and 6 (Surface Water Design) of permission 20/1189/PA (3 New Residential Bungalows); Site Address: The Old School, School Road, HOUGHTON, Milford Haven, Pembrokeshire, SA73 1NN – no comments.

## **Consents received (for information only)**

**22/0208/PA** - Variation of condition 1 (Commencement of development) of planning permission 12/0683/PA to allow for an additional time for the erection of 4 dwellings to be implemented; Site Address: Land to the Rear of 20 Burton Road, Houghton, Milford Haven, Pembrokeshire, SA73 1NP

## **Correspondence**

- 1) George Bevan – quotation for grass-cutting, Houghton Playing Field - Members agreed to accept the quotation (proposer C’lir Paddy McNamara, seconder C’lir Nia Phillips). Clerk to make arrangements accordingly, with the contract to run from mid-March to the end of the growing season on a two-weekly basis.
- 2) Infinity Play – Renewal documentation for playground inspections 2023/24 – Clerk to request a revised quotation for six months, to be reviewed / renewed in the light of the new playground installation planned. Quotation to be emailed around once received, to facilitate a decision in time for the commencement of the new financial year.
- 3) Infinity Play – Operational inspection report for Houghton Playpark – noted.
- 4) Community Health Council – Newsletter – noted.
- 5) Hywel Dda – Notification of consultation events in connection with consultation on new hospital location – noted.
- 6) Coeval – Quotation for extended warranty on vehicle-activated signage – Members resolved to accept the quotation (proposer C’lir Fiona Hart, seconder C’lir Vicky White). Clerk to make arrangements accordingly.
- 7) Burton W.I. – Message concerning tree-planting on Houghton Green – noted.
- 8) I.R.P. – 2023 report – Agenda item to be tabled for discussion in April.
- 9) P.C.C. – Invitation to seminar on shared prosperity – noted.
- 10) O.V.W. – Invitation to renew membership – Clerk to seek advice from Zurich as to the availability of a legal advice service via the community council insurance. Agenda item to be tabled for discussion in April.
- 11) Hywel Dda – Further info regarding possible visit to community hub – dealt with in ‘Matters Arising’ above.
- 12) P.A.V.S. – Confirmation of monitoring requirements for grant paid for new picnic bench – noted.

## **Accounts**

### **Payments**

Infinity Play (playground inspections 2022-23)	:	£ 744-00
Glasdon (bench purchase)	:	£1404-00
Clerk (salary January – March)	:	As per contract
HMRC (PAYE tax on Clerk salary)	:	As per contract
Spencer Jones (vehicle activated signage cleaning)	:	£ 30-00
Coeval (extended warranty for vehicle-activated signage)	:	£ 254-40

The above payments were approved (proposer C’lir Robin Howells, seconder C’lir John Evans).

### **Income**

PAVS (Grant for bench installation)	:	£1500-00
Gareth Hughes Motors (donation towards new playpark)	:	£ 500-00

### **Discussion of progress on proposed project at Houghton Play area (including arrangements for tree-cutting)**

C’lir Paddy McNamara reported that the Enhancing Pembrokeshire grant had been recommended for approval, and a final decision would be received on 18<sup>th</sup> March 2023. It was confidently expected that this would be formally approved. In line with this, Members agreed for C’lir Paddy McNamara to arrange for Chris Morris of Birch Utilities to carry out the necessary tree-felling as quoted (proposer C’lir Fiona Hart, seconder C’lir Peter Griffiths). It was also agreed for C’lir Paddy McNamara to put in hand the fencing with Richard Stephens, as per their quotation received (proposer C’lir Fiona Hart, seconder C’lir Peter Griffiths). It was confirmed that the proposed bench locations had been agreed on site, and delivery taken of the benches. It was agreed for C’lir Scott Sinclair to put arrangements in hand with Nik Prenga for these to be installed by the end of March if possible (proposer C’lir Paddy McNamara, seconder C’lir Vicky White).

C’lir Paddy McNamara confirmed that he had spoken further with B.D. Summons, and they were considering a possible donation to the playpark project. In addition, a £500 donation had been received from Gareth Hughes Motors. Clerk to send letter of thanks to them accordingly. Letter to mention the arrangements in place for fencing the site securely, to allay any possible concerns over the site safety, especially in respect of the proposed ‘wild area’.

C’lir Fiona Hart reported that work had been ongoing to clear wild area. It was now just a case of completing the clearance, and then proceeding from there.

C’lir Peter Griffiths mentioned the need to keep a photographic record of progress during the project. C’lir Nia Phillips undertook to do this on a monthly basis. Agenda item for April to include consideration of press promotion / preparation of a press release in connection with the scheme.

C’lir Scott Sinclair referred to the playground notices planned for the playground, noting that these were quite expensive. He suggested consideration to an alternative noticeboard relating to the wild area as well as the playground itself.

### **Discussion of possible lease for land at Hill Crescent for allotments**

C’lirs Paddy McNamara and Nia Phillips had met P.C.C. on the site, and discussed arrangements for a lease for the land. It was being offered rent free for a 125-year period, not subject to any rent reviews. It had been confirmed that it could be used for a community garden, and did not necessarily have to be used for allotments, and could run from February 2023. Members resolved to approve the arrangements for the lease (proposer C’lir Paddy McNamara, seconder C’lir Nia Phillips).

C’lir Paddy McNamara to forward a copy of the proposed lease heads of terms to Clerk and Chairman for info. Clerk to arrange to complete administrative formalities with P.C.C. accordingly.

Agenda item to be tabled for discussion in April to consider work needed on the land.

### **Discussion of possible downgrading of 308 bus service**

The Clerk had obtained some information on this from P.C.C. They were considering replacing this service with a flexi-bus service. However, this was not a fully-fledged proposal, and it had been confirmed that a formal consultation would be carried out before implementing any changes to the current arrangement. Matter to be left in abeyance until any proposals for change should be notified.

### **Discussion of purchase of a dongle for hybrid meetings**

Members approved the purchase of a dongle for use on the ‘3’ network, at a cost of £12/month for a 24-month contract (proposer C’lir Derek Jones, seconder C’lir Robin Howells). Clerk to make arrangements accordingly. It was mentioned that the cost would rise by approximately 3.9% above inflation each April. For simplicity, it was agreed that the dongle would be

purchased directly by the Clerk, and reclaimed on expenses at cost. It was also mentioned that there could be occasions when the dongle might be used by other community councils, and if so, the requisite proportion of the cost would be recovered from them.

### **Discussion of arrangements for community risk assessment**

The Clerk was asked to carry out the asset risk assessment as for recent years, with payment based on the time taken. Clerk to also carry out financial risk assessment as normal.

### **Any other business**

**School catchment areas.** C’lir Nia Phillips had been contacted by a local resident in Hill Crescent who had been advised that their address came under the Neyland catchment area for schools. Clerk to make enquiries regarding this with P.C.C., and ask if there were any plans to alter the catchment areas.

**Dog-fouling and speeding, Ashdale Lane.** C’lir Robin Howells reported ongoing problems with dog-fouling and traffic speeding in Ashdale Lane and New Wells Road.

**Seating area, Burton Ferry.** C’lir Scott Sinclair reported that the matter of arranging an occasional gardener for the planting area adjacent to the seating area. He expected to have information to bring to the April meeting.

**Neighbourhood Policing Team.** P.C. Neil Lees introduced himself as an officer from the team. He hoped to attend as many Community Council meetings as possible. He was available to help with issues that might arise, and also to be involved in projects / celebrations, etc., in the community.

**Coronation of King Charles III.** Agenda item to be tabled for discussion in April.

The meeting ended at 8-15pm. Next meeting to be held at 7pm on Wednesday 5<sup>th</sup> April 2023.