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

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

Thursday 9 June 2016

DRAFT MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Janet Ward (Vice-chair)

Cllr David Anderson

Cllr Trevor Andrews

Cllr Ann Pendleton

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present for part of the meeting.

Public participation session took place between 7.00pm and 7.08pm.

**1. Apologies.**

None.

**2. Declarations of Interest.**

Cllr Pendleton declared a **Personal Interest** in one part of agenda item 6 (Planning – 15/1076/PA).

**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Annual Meeting held on 12 May 2016.**

Cllr Andrews proposed that the draft Minutes of the Full Council Annual Meeting held on 12 May 2016 be accepted as a true and correct record, seconded by Cllr Pendleton. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Annual Meeting held on 12 May 2016.**

**955 –** Clerk was asked to contact Hales Construction to request that KBCC be sent copies of the newsletter issued to residents of James Park.

**956 –** Cllr Anderson clarified that the Vicar of St Mary’s Church would need to contact Pembrokeshire County Council (PCC) about the request for new steps.

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**957 –** Members asked that funding for the new stile at Miner’s Field be added to the agenda for the July 2016 meeting but see item 5 below. 1st Kilgetty Scout Group had confirmed that they were discussing ways to raise £12k for a new hut roof and this would be discussed at the group’s AGM on 13 June 2016.

**958 –** Clerk reported that Chris Ebsworth, Folly Farm, had confirmed that they would be giving the Begelly road sign a fresh coat of paint and planting a flowering shrub display around the sign.

**959 –** Clerk reported that Men’s Shed in Kilgetty (MSK) had acknowledged with thanks the rent free extension of the underlease for the office unit. MSK had also offered help with remedial work in the play area.

**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.

* **Footpath widening in Begelly (Fir Grove area); footpath maintenance in Begelly and replacement and re-siting of Begelly Bus Shelter (outside Begelly Stores) –** Clerk said that PCChad confirmed that footpath work was on their Footway Schemes list but was not high priority. Priorities were to be reviewed later in the year. PCC had also said that the provision of a new replacement bus shelter would be part of the scheme above. Review September 2016.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) and outside the Community Centre –** Members noted that the revised line painting outside the community centre had been completed. PCC had confirmed that orders had been raised to refresh yellow lines adjacent to the Co-operative and six junctions along Carmarthen Road. Members agreed to monitor the effect the new road markings outside the Community Centre had on traffic. Review July 2016.
* **Remedial work to Kilgetty Play Area –** County Cllr Pugh reported that he had spoken to Leo Thornley, MSK, who had confirmed that MSK would be making the new stile for the Scout Group. MSK was also happy to consider undertaking remedial work at the play area, if approached. Clerk confirmed that Karl Butler had completed the medium risk remedial work at the play area. Clerk reported that Karl Butler had also submitted a quote for replacement play bark and spreading and this totalled £530. Cllr Anderson proposed that KBCC approve the quote of £530 providing work was completed within 4 weeks. Seconded by Cllr Ward. Vote taken – all in favour. County Cllr Pugh said he would ask MSK to repair the steps on the climbing frame, two of which had become loose. Review July 2016.

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* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** Clerk reported that PCC had confirmed that Mill Bay Homes were required to pay £10k toward the cost of a footpath from the new housing development at James Park to the centre of Kilgetty. This would be payable when the first property was occupied. PCC’s Transportation Department would organise construction of the footpath. Clerk added that PCC had not commented on the location of the footpath. County Cllr Pugh agreed to speak with Stephen Benger, Highways Officer, in order to resolve this matter and perhaps invite one or two KBCC councillors to any site meeting arranged. Review in July 2016.
* **A477/A478 Roundabout Improvements –** Clerk was asked to seek an update from the Welsh Government on this matter. Review September 2016.
* **Repairs to Gully Gratings on A478 in Begelly –** Clerk reported that PCC had raised orders to repair surfacing surrounding the gully gratings. Members asked that this item be taken off Action Tracking.
* **Move of litter bin from outside old Post Office/improvements to grating around tree alongside bus shelter in Carmarthen Road, Kilgetty –** PCC had confirmed that this work had been completed. Clerk confirmed siting of the new bin. Members agreed that this item be taken off Action Tracking.
* **Improvements to rumble strips in Begelly and re-positioning of 30mph signs (north bound) adjacent to Begelly roundabout.** Clerk reported that PCC had said that raised rumble strips were not recommended in close proximity to residential property as they generate noise. However, PCC had agreed to increase the number of markings from 5 to 10. In respect of the 30mph signs, PCC confirmed their location and said that the signs were in the motorist line of vision when exiting Begelly roundabout. Members agreed to take this item off Action Tracking.
* **Filling of pot holes in lay-by outside Croft Caravan Park, Reynalton.** PCC had confirmed that the pot holes had been filled on an interim basis with granular sub base and that the area has been included on a resurfacing programme for the future. Members agreed to take this item off Action Tracking.

**6. Planning**

Cllr Lockley brought forward the following planning application;

**15/1076/PA – New agricultural building comprising dry cow accommodation, maternity and handling facilities at Langdon Farm, Begelly, Kilgetty SA68 0NJ.** County Cllr Pugh remained in the room but did not participate on this item. Discussions had been aided by the public participation session. Cllr

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Andrews proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – all in favour.

Other planning decisions and notices were noted.

Cllr Lockley read out an email from Michael Rendle about changes to the road way set out in planning application 15/1222/PA. Mr Rendle considered these changes to be good news and the concerns of other parents at the school had been alleviated. Members looked at revised plans (as downloaded from PCC’s website) but could not see the proposed changes to the road layout. Clerk was asked to write to Mr Rendle to seek clarification.

**7. County Councillor’s Report**

County Councillor Pugh provided the following report in addition to his updates under Action Tracking;

* Local residents had recently reported sewage problems near to Zion Chapel, Begelly. Cllr Pugh said that PCC may have to get involved and remedy the issue which had been on-going for about two years. Cllr Pugh confirmed he would be attending a meeting on 10 June 2016 in this regard.
* PCC’s Planning Enforcement team would shortly be visiting two sites in New Road, Begelly, to investigate separate issues of concern. (Barley Park – state of building with possible squatters in residence and top soil from development at James Park being taken to the end of New Road with some being allegedly bulldozed on to a flood plain.)
* A potential resident at Thomas Chapel had asked about vehicle access across the green. PCC was unable to clarify ownership issues at this location and Cllr Pugh asked KBCC Members for any information. Members were unaware of ownership but noted that occupants of cottages on the far side of the green did drive their vehicles across the green on the access track.
* Paul Harries, Head teacher, Stepaside School, had passed details of forthcoming events to Cllr Pugh and these were handed to the Clerk for inclusion on the KBCC website.
* Cllr Pugh outlined some of the changes to bus and coach operators following the demise of Silcox Coaches. KBCC Members considered that PCC had handled the changes well and asked the Clerk to send an email to PCC to congratulate them on their work.
* Planned County Council mergers by the Welsh Government had now been put ‘on the back burner’, following the recent Welsh Assembly elections. Cllr Pugh may ask Neil Hamilton, AM, about the costs involved in the earlier work on this issue.

County Cllr Pugh also mentioned that BKCA’s Table Top Sale was still going ahead on 18 June but there was no news on this year’s Country

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Fayre/Bulldog Run. Repair and improvement work to the community centre had now been completed and payments made. Positive feedback had been received on this work.

County Cllr Pugh was thanked for his report. Cllr Pugh left the meeting at 8.25pm.

**8. Accounts for Payment**

Clerk reported that Russell Evans had erected a post in the gap alongside the entrance to the Miner’s Field. Cllr Andrews and the Clerk had previously spoken to Mr Evans and asked him to carry out this work in order to prevent horses being taken into the field. Mr Evans had charged £5 for this work. Cllr Lockley proposed retrospective approval of this cost, seconded by Cllr Anderson. Vote taken – 4 in favour, 1 abstention.

Clerk brought forward the following accounts for payment;

Ian Morris – salary £ 384.00

HMRC - PAYE £ 96.00

Russell Evans - grass cutting and post – see above £ 280.00

Thomas Fattorini Ltd – Chair’s bar £ 55.46

Alan Marsh (Taxation) Ltd – Internal Audit £ 60.00

SWALEC – unmetered Christmas lighting supply £ 9.86

SWALEC – office unit electricity costs £ 25.45

**Total £ 910.77**

Cllr Anderson proposed that all these payments be made. Seconded by Cllr Ward. Vote taken – all in favour.

**9. To approve the Annual Audit Return for 2015/16.**

Clerk reported that the Internal Auditor had completed his report. The report had highlighted the lack of an active Risk Register but otherwise there were no observations. Clerk highlighted the additional work now required for Grant Thornton UK LLP (External Auditor) and confirmed that no local electors had asked to see audit paperwork. Clerk asked that KBCC now approve the Annual Return in order that this could be sent to the External Auditor. Cllr Andrews proposed that KBCC approve the Annual Audit Return for 2015/16. Seconded by Cllr Ward. Vote taken – all in favour. Cllr Lockley signed the return accordingly. Clerk was thanked for his work to date on the audit.

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**10. To discuss and approve the creation of a Risk Register for KBCC.**

In light of the Internal Auditor’s comments, Clerk asked that KBCC consider the creation of its own Risk Register. Cllr Lockley said that the Clerk had developed one for Manorbier Community Council and copies of their example was handed out to Members. Cllr Ward said that KBCC did have a Risk Register some years ago and this was set out in a little red book. Clerk was unaware of the document. Cllr Lockley suggested that Members have a look at the MCC example and that this matter be discussed at the July 2016 meeting of KBCC.

**11. To receive an update on the latest Casual Vacancy process and agree next steps.**

Cllr Lockley reported that one application for Co-option had been received and read out a letter from Peter J Adams applying for Co-option. Mr Adams was tenant owner of the Begelly Arms. After a brief discussion, Cllr Lockley proposed that Mr Adams be approved for Co-option and be invited to attend the next meeting to sign the Declaration of Office. Seconded by Cllr Andrews. Vote taken – all in favour.

**12. To consider and approve provision of Christmas lights in Kilgetty for 2016.**

Clerk reported that he had still to receive a response from *Commercial Christmas (CC)* on their offers for 2016/17 despite reminders being sent. Clerk was asked to speak to County Cllr Pugh about possible alternative providers of lighting (eg in Saundersfoot and Narberth) but meantime Cllr Anderson suggested that the Clerk take forward the matter with *CC* if the company responds and meets KBCC conditions, as set out previously. Members agreed.

**13. To consider a request for support for a defibrillator in Kilgetty.**

Cllr Lockley read out a request from Kate Lewis of 1 Formula Fitness of Kilgetty for support in purchasing a defibrillator. Mrs Lewis had confirmed that a defibrillator was located in the club house by the playing fields for use when the club was open but was not aware of any other location in Kilgetty that housed such equipment. Members understood that a defibrillator was provided at Folly Farm and also within the White Horse public house in Kilgetty, purchased with the support of BKCA. Council agreed that there was no apparent signage and asked the Clerk to respond to Mrs Lewis asking her to check if equipment was provided at the White Horse and to encourage better signage.

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**14. To approve the cutting back of vegetation around Reynalton Hall and bus shelter.**

Cllr Lockley requested that this work be undertaken by KBCC’s grass cutter, Russell Evans. This work was approved in the Annual Precept and was shown as ‘As Directed’ in the grass cutting contract (area 9a). Members were content for this work to proceed. Cllr Lockley said she was willing to meet Mr Evans at the location to outline KBCC requirements.

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

Cllr Lockley provided an update on the following items;

* Cllr Lockley highlighted various OVW correspondence, including an event run by the Commission for Future Generations covering the well being of future generations and job opportunities at the Heritage Lottery for Wales.
* Cllr Lockley had attended an event on the proposed Charter between PCC and Town and Community Councils. Attendance had been lower than envisaged and so attendees had been split into two groups only. Findings of delegates, both positive and negative, would be presented to PCC. During a brief discussion, Members recalled that PCC had previously issued references for all queries raised with them and noted that this system was no longer operated.

**16. To consider news items/events/text for the KBCC website.**

None.

**17. Community Centre Report.**

None.

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

See County Councillor Pugh’s brief update at item 7 above.

**19. Correspondence**

Cllr Lockley reminded Members that all correspondence was made available ahead of the meeting or by contacting the Clerk. Members raised no issues over correspondence. Cllr Lockley highlighted a communication from NALC and SLCC which confirmed agreement had been reached on new pay scales for Clerks. Cllr Lockley confirmed that KBCC’s Clerk was within the agreed pay scales, toward the upper range of LC1.

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**20. Emergency items and other outstanding issues before Council**

None.

**21. Any Other Business**

Cllr Ward reported pot holes on both sides of the road on Carmarthen Road, Kilgetty, between Stepaside School/Sardis turn and the junction with the A477. Clerk was asked to contact PCC initially to find out if it was responsible for this stretch of road.

Cllr Andrews reported that the bank alongside Carmarthen Road between the railway bridge and the Ryelands Lane junction (north side) had not been cut back by PCC and was overgrown. Clerk was asked to contact PCC to ask for this work to be undertaken.

Cllr Lockley confirmed she had attended the recent Code of Conduct training held at Jeffreyston Community Council. Two handouts had been provided. Councillors had been encouraged to undertake training and Cllr Lockley noted that the Monitoring Officer’s handouts had stipulated that councillors who declared interests in agenda items should confirm that interest in writing. Members discussed and noted that where the approved Minutes of meetings confirmed councillor interests, it was possible that this action could meet that requirement.

There being no further business, the meeting closed at 9.40pm.

Kilgetty, Begelly Community Council

June 2016

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