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

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

Thursday 8 September 2016

DRAFT MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Peter Adams

Cllr David Anderson

Cllr Trevor Andrews

Cllr Ann Pendleton

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present.

**1. Apologies.**

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 11 August 2016.**

Cllr Lockley highlighted an erroneous paragraph at 980 (8). Members agreed that this should be deleted. Once this paragraph had been deleted, Cllr Anderson proposed that the draft Minutes of the Full Council Meeting held on 11 August 2016 be accepted as a true and correct record, seconded by Cllr Andrews. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 11 August 2016.**

**980 (10) –** Clerk handed out copies of the KBCC Risk Register, following the amendments requested at the 11 August 2016 meeting. Cllr Lockley signed the Risk Register and was thanked by Full Council for her work on this document.

**982 (16) –** County Cllr Pugh reported that, following investigations, no Giant Hogweed was growing on The Common. Cllr Adams also reported that Matthew Tebbutt had confirmed likewise.

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**982 (19) –** Clerk reported that representatives of the landowner of the community centre car park had confirmed that a large pot hole would be repaired on 14 September 2016.

**5. Action Tracking**

The Clerk handed out a copy of the latest Action Tracking note and a copy is attached to these 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) –** No update. Clerk was asked to send a letter to Darren Thomas, Pembrokeshire County Council (PCC), to again highlight the condition of the footpath, also used by children alighting from school buses and to ask for an update with timescale on footpath improvements. Review October 2016.
* **Improvements to traffic flow through Kilgetty (Carmarthen Road) and outside the Community Centre –** County Cllr Pugh said that traffic warden patrols were often random. Cllr Lockley and Cllr Anderson thought that problems with the illegal parking outside the Co-operative had improved. Members agreed that this item be removed from Action Tracking.
* **Remedial work to Kilgetty Play Area –** Clerk confirmed that the latest inspection report had been received from PCC. Clerk read out the Medium Risks. Cllr Anderson agreed to look at undertaking some remedial work to one or two items. Cllr Lockley retained the report and Members agreed to consider the Medium Risks again at the October 2016 meeting. Clerk said that an inspection report for Begelly Play Area had also been sent to KBCC but Members confirmed that KBCC did not have responsibility for this play area. Clerk had informed PCC. Review October 2016 as agenda item.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** An email from Stephen Benger, Engineering Development Control, PCC, was read out highlighting the latest position but it did not provide any timescale or confirmation that KBCC would be approached for permission to install a footpath through Miner’s Field. Cllr Lockley considered other issues such as removing hedgerows and disturbing Dormice habitats would also need to be looked at. County Cllr Pugh said that some Section 106 monies would be used to fund the cost of any footpath. Cllr Lockley said that there was currently no right of way through Miner’s Field. Clerk was asked to write to Mr Benger again, to point out that KBCC and the three Trustees would need to be approached in due course. Review October 2016.
* **A477/A478 Roundabout Improvements –** Cllr Lockley read out a letter from the Welsh Government (WG). This confirmed that WG officials were due to visit the location of all roundabouts on the A477 in the area on 6

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September 2016 to assess current maintenance work and determine what further planting was necessary. KBCC would be contacted to discuss available options. Members thought that the A477/A478 roundabout had been better maintained this year. Review October 2016.

**6. Planning**

Cllr Lockley brought forward the following planning applications;

* **1616/0495/PA –** New Double Garage at 3 Park Gardens, Begelly, Kilgetty SA68 0YH. Cllr Andrews proposed that KBCC recommend approval of this application. Seconded by Cllr Anderson. Vote taken – all in favour.
* **16/0496/PA** – Erection of a double garage at 4 Park Gardens, Begelly, Kilgetty SA68 0YH. Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Pendleton. Vote taken – all in favour.
* **16/0483/PA** – Change of existing flat roof garage to pitched roof to match existing dwelling and conversion of garage into extra bedroom at Heathfield, 29 Mayfield Acres, Kilgetty SA68 0UW. Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Adams. Vote taken – all in favour.

One other planning decision (withdrawal) was noted.

**7. County Councillor’s Report**

* PCC had issued a summary report of its survey on Well Being in the county, including on use of the Welsh language. The summary also covers the issue of second homes and empty properties.
* PCC had decided to charge a premium of 50% of Council Tax on second home owners from April 2017. Revenue collected will be spent on affordable housing in the county and on local community projects. PCC would issue guidance on the use of the revenue which for the community projects is likely to be routed through Town and Community Councils. Kerry MacDermott, PCC, would be updating the Town and Community Councils Liaison Group in due course. There were 24 second homes in the KBCC area and this new premium could raise around £13k from the KBCC area, half of which could come to KBCC. Rate relief will be stopped on long term empty properties from next year although grants will be made available to improve the condition of such properties. 23 property owners had already gone down this route.
* PCC is currently undertaking consultations on establishing Leisure Centres, Museums and tourist services as charitable trusts. This could save PCC £2.5 - £3m per year.

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* Carmarthenshire County Council had been informed by WG that there would be no County Council mergers for at least 10 years.
* County Cllr Pugh gave advance apologies for the October 2016 meeting of KBCC.

County Councillor Pugh was thanked for his report.

County Cllr Pugh left the meeting at this point (8.09pm).

**8. Accounts for Payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary, internet security and office costs £ 459.29

HMRC - PAYE £ 96.00

Russell Evans - grass cutting £ 275.00

**Total £ 830.29**

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

Clerk reported that one Direct Debit also left the account in September 2016. This totalled £1,740.94 and related to the PWLB loan.

**9. To consider a draft of KBCC’s amended Model Financial Regulations.**

Cllr Lockley reported that she had met with the Clerk to consider the recently amended Financial Regulations for Town and Community Councils and to look at how these would relate to KBCC in practice. Cllr Lockley highlighted some of the main changes. After discussion, Members suggested that paragraph 4.4 be amended to read ‘... the Clerk, *inconjunction with the Chair or another Councillor, may authorise expenditure on behalf of the Council which in the Clerk’s judgement it is necessary to carry out.*’ This would be subject to a limit of £1,000. Once this amendment had been made, Cllr Adams proposed that the amended model Financial Regulations for KBCC be approved. Seconded by Cllr Andrews. Vote taken – all in favour. Cllr Adams requested he be sent a copy via email. Clerk to action.

**10. To consider and approve 2016 Donation requests.**

Cllr Lockley brought forward ten requests for charitable donations that had been received by KBCC. After a discussion on the merits of these requests, KBCC agreed to support the following charities, with a donation of £100 each;

1. Pembrokeshire Citizen’s Advice Bureau
2. Cruse Bereavement Care

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1. Wales Air Ambulance
2. St Mary’s Church, Begelly

Cllr Andrews proposed that these donation requests be approved. Seconded by Cllr Lockley. Vote taken – all in favour. Cllr Anderson confirmed he would approach the Harriet Davis Trust about sourcing a request for a donation from them. Members agreed to retain £200 for this charity.

**11. To consider and approve KBCC nominations for the position of Additional Community Governor (ACG) on the Governing Body of Stepaside School.**

Cllr Lockley confirmed that PCC had written to KBCC to seek nomination(s) for the position of ACG on the Governing Body of Stepaside School. After a brief discussion, Cllr Adams volunteered for this position. No other nominations were forthcoming. Cllr Lockley therefore proposed that Cllr Adams be nominated as KBCC’s ACG on the Governing Body of Stepaside School. Seconded by Cllr Pendleton. Vote taken – all in favour. Clerk to action.

**12. To consider an update on the provision of a stile at the entrance to Miner’s Field, Kilgetty.**

Clerk was asked to contact Sarah Hicks, Men’s Shed in Kilgetty (MSK) to find out about the current position of MSK. Clerk to also approach the Scout Group to find out if they would be taking up MSK’s offer to provide a stile at Miner’s Field. Councillors suggested that KBCC might be willing to contribute toward the costs of a stile if MSK were not proceeding with this work.

**13. To consider and agree work on the information boards alongside the Community Centre.**

Cllr Adams confirmed these information boards were in a poor state but that similar information boards were located in some of the windows of the Community Centre. Cllr Anderson said he would speak with Tom Price, PLANED Board member, about the external boards, as it was thought PLANED had funded the installation of the boards. Members agreed to discuss at the October 2016 meeting.

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

Cllr Lockley reported that no OVW meetings had taken place since the last KBCC meeting. Cllr Lockley highlighted the latest training opportunities for councillors but noted that local training sessions in Haverfordwest had yet to be confirmed. An OVW bursary existed should KBCC take up any training opportunities.

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**15. To consider news items and events details for the KBCC website.**

No additional items.

**16. Community Centre Report.**

None.

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

None. BKCA had not met the previous month.

**18. Correspondence**

Cllr Lockley reminded Members that all correspondence was made available ahead of the meeting from 6.45pm or by contacting the Clerk.

Cllr Lockley reported that the Auditor General for Wales and Grant Thornton LLP had provided KBCC with an unqualified Audit Report for FY 2015/16. Clerk would now display the relevant Notices of Conclusion of Audit for FY 2015/16 on the community notice boards. Clerk said that the report had highlighted the need for KBCC to seek a letter of engagement from its Internal Auditor in future, as well as showing KBCC’s approval of the appointment of its Internal Auditor in KBCC Minutes. Members were content with the current arrangements. Members raised no issues over other items of correspondence brought forward by Cllr Lockley.

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

None.

**20. Any Other Business**

Cllr Andrews said that he had found the missing chain/lock to Miner’s Field and asked the Clerk to give this to Russell Evans. However, the gate to Miner’s Field was only fitted on one hinge and was dented. Clerk to speak with Russell Evans to see if he knew anything about the condition of the gate.

Cllr Anderson reported that the grating opposite Zion Chapel on the A478 was in a bad state and asked the Clerk to report this to PCC with a request for repair work to be undertaken. In addition, Cllr Anderson suggested that PCC be asked to power wash some or all of the bus shelters in the Kilgetty area, as they were in need of cleaning. This item to be placed on Action Tracking.

There being no further business, the meeting closed at 9.06pm.

Kilgetty, Begelly Community Council

September 2016

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