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

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

Thursday 13 October 2016

DRAFT MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr David Anderson

Cllr Trevor Andrews

Cllr Janet Ward (Vice-chair)

Ian Morris (Clerk and Responsible Finance Officer)

**1. Apologies.**

Cllr Ann Pendleton and County Councillor David Pugh.

**2. Absent without apology.**

Cllr Peter Adams.

**3. Declarations of Interest.**

None.

**4. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 8 September 2016.**

Cllr Andrews proposed that the draft Minutes of the Full Council meeting held on 8 September 2016 be approved as a true and correct record. Seconded by Cllr Anderson. Vote taken 3 in favour, 1 abstention.

**5. Matters Arising from the Minutes of the Full Council Meeting held on 8 September 2016.**

**988 (18) –** Clerk confirmed that no local residents had asked to see audit paperwork following the display of the relevant Notices of Conclusion of Audit for FY 2015/16.

**988 (20) –** Clerk confirmed that gully gratings in Begelly had now been repaired by Pembrokeshire County Council (PCC).

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**988 (20) –** Cllr Andrews reported that the gate to Miner’s Field was off its hinges and KBCC needed to ensure it was placed back on to its hinges. Clerk reported that the combination lock had seized. Cllr Lockley agreed to speak with Mr Lockley for advice on this matter. Members agreed that next year’s grass cutting contract needed to cover access issues at Miner’s Field. Cllr Anderson mentioned the need for a local handyman.

**6. 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) –** Cllr Lockley read out the content of a letter from Darren Thomas, PCC, which confirmed that footpath improvements in Begelly were currently 23rd in their Footway Schemes listing, in terms of priority. PCC also said that the current scheme prioritisation process was under review and this process would consider a number of factors, including the availability of match funding for schemes (eg Section 106 contributions). PCC also confirmed that the footpath in Begelly was subject to a safety inspection on a quarterly basis and that, at present, there were no concerns for the safety of pedestrians using the footpath at this location. Members agreed to review in January 2017.
* **Remedial work to Kilgetty Play Area** – agenda item. See item 11 below.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** Members noted that Stephen Benger, Engineering Development Control, PCC, had confirmed that he noted and understood the need to contact KBCC and the three Trustees to seek permission to install a footpath through Miner’s Field. Cllr Lockley said that there was no Right of Way through Miner’s Field and wondered if any future path could be fenced off. There was also a need for trustees to consider the Scout Group and Cllr Andrews suggested that PCC consider the adoption of the roadway alongside the Post Office, as part of any future scheme. Review November 2016.
* **A477/A478 Roundabout Improvements –** No further update from the Welsh Government (WG). Review November 2016.
* **Cleaning of Bus Shelters in Kilgetty –** Clerk confirmed he had written to Hubert Mathias, PCC, to ask that bus shelters in the Kilgetty area be cleaned. Review November 2016.

**7. Planning**

Cllr Lockley brought forward the following planning applications;

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* **16/0555/PA –** Variation of conditions 2, 6, 9 and 10 of 15/0421/PA at Langdon Mill, Begelly, Kilgetty SA68 0NJ. Members were not entirely clear on the content of the variations but after a brief discussion, Cllr Andrews proposed that this application be recommended for approval. Seconded by Cllr Ward. Vote taken – all in favour.
* **16/0614/PA** – Extension to existing residential property including living room, kitchen, bedrooms and garage at Y Tosyn, 4 New Road, Begelly, Kilgetty SA68 0YF. Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Andrews. Vote taken – all in favour.
* **16/0643/PA** – Change of use of ground floor from mixed use A1 (Shop) and A3 (Cafe) to A3 (Hot Food Takeaway), change of use of first floor from A3 (Cafe) to C3 (two bedroom flat) and rear extension (partially in Retrospect) at Vine Cottage, Carmarthen Road, Kilgetty SA68 0XU. Full Council observed that the premises had previously been a shop and cafe but had some concern on the (lack of) information provided on the hours of opening of the Hot Food Takeaway and the affect these might have on neighbouring properties. Members also queried the potential air (smell) pollution and the need for this to be acceptable and within approved limits and that any additional litter in the area is catered for through provision of waste bins. Cllr Anderson proposed that this application be recommended for approval, subject to the KBCC concerns and observations mentioned above. Seconded by Cllr Andrews. Vote taken – all in favour.

Other planning decisions were noted.

**8. To consider and agree a charitable donation request from the Harriet Davis Trust.**

A request for a donation had been received from John Davis, Trustee of the Harriet Davis Trust. Cllr Lockley proposed that a charitable donation of £200 be made to the Harriet Davis Trust. Seconded by Cllr Ward. Vote taken – all in favour.

**9. Accounts for Payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary and office costs £ 395.98

HMRC - PAYE £ 96.00

Russell Evans - grass cutting £ 275.00

Harriet Davis Trust – donation £ 200.00

Pembrokeshire CAB – donation £ 100.00

Cruse Bereavement care – donation £ 100.00

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Wales Air Ambulance – donation £ 100.00

St Mary’s Church, Begelly – donation £ 100.00

**Total £ 1366.98**

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

In response to a query from Russell Evans, Members agreed to leave the decision on the cutting of The Common until the next meeting when County Cllr Pugh could provide an update following his discussions with Valero.

**10. Bank Reconciliation and Budget Monitoring Report for the second quarter of FY 2016/17.**

Members thanked the Clerk for his work on these documents which were noted by Full Council.

**11. To receive an update on remedial work and approve any additional work at Kilgetty Play Area.**

Cllr Anderson reported that he had undertaken some remedial work to the swings. This had included the tightening of some eye bolts. Clerk was asked to contact Tawny Wood to see if they could replace some of the missing caps on the Junior Multiplay. Cllr Ward said that she had visited the play area recently with her grandchildren and noted positive feedback from the children using the play area. Cllr Lockley confirmed she had read through the latest inspection report and highlighted the medium risks. One of these medium risks was the pedestrian gate which had a missing panel and also posed a risk of finger entrapment between the hanging post and gate stile. Members agreed to bring their ideas for gate improvements, including possible replacement with a metal gate, to the November 2016 meeting of KBCC.

**12. To receive an update on Begelly Play Area.**

Clerk confirmed that he had spoken with Emma Rees at PCC and she had confirmed that responsibility for Begelly Play Area had been handed back to KBCC some time ago. Members challenged this assertion and asked the Clerk to seek proof of ‘hand back’ from PCC. Clerk was asked to add this matter to the agenda for the November 2016 meeting of KBCC.

**13. To receive an update on work associated with the Code of Conduct.**

Clerk reported that the Monitoring Officer, PCC, had written to all Town and Community Councils in Pembrokeshire to mention that two further administrative tasks needed to be undertaken by each Council, following adoption of the revised Code of Conduct. These were;

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1. publish in one or more newspapers a notice to state that the Council had adopted the revised Code of Conduct and that copies were available for inspection from the Clerk, and
2. a copy of the adopted revised Code of Conduct must be sent to the Public Services Ombudsman for Wales.

The Monitoring Officer had offered to undertake this work on behalf of all 76 Town and Community Councils in Pembrokeshire to avoid duplication of effort and unnecessary cost. The KBCC contribution for this work would be up to £30. Following a discussion with Cllr Lockley ahead of the October 2016 KBCC meeting, the Clerk had accepted this offer from PCC. Cllr Lockley proposed that KBCC formally accept this offer and the contribution of up to £30 to be paid to PCC for this work. Seconded by Cllr Andrews. Vote taken – all in favour.

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

Clerk confirmed that Men’s Shed in Kilgetty (MSK) would be making the stile for the Scout Group and were due to meet with them soon to put the stile in place. Clerk confirmed he had seen the stile at the office unit when he had met there recently with Leo Thornley of MSK. MSK had also offered to make an additional step for the climbing element of the Junior Multiplay at Kilgetty Play Area although no date of provision had been given.

**15. To consider an update on the information boards alongside the Community Centre.**

Cllr Anderson reported that he had spoken with Tom Price of PLANED. Mr Price had confirmed that PLANED did retain the artwork for these information boards and that PLANED would be looking to replace the boards (and others elsewhere) once the costs for such work had been confirmed. Members mooted as to whether KBCC might make a contribution to these costs when known but meantime asked the Clerk to add this item to Action Tracking.

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

Cllr Lockley highlighted various consultations that were currently on-going, including one on Well Being. Cllr Lockley also highlighted the latest training opportunities for councillors but noted that these were mainly taking place east of the area. Other correspondence included information on Local Justice Areas and an interesting Welsh Treasury newsletter.

Cllr Lockley reported that she had attended the latest OVW Area Committee meeting where the OVW AGM agenda had been discussed and possible changes to the OVW management structure. Cllr Lockley had also updated colleagues on the Local Development Plan Annual Monitoring Report process

and the areas covered, including Planning, Affordable Housing, Employment,

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Renewable Energies, Waste, Gypsy and Travellers, Retail and Transport.

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

No additional items although the Clerk said he had added a WG document, on Land Transaction Tax, to the KBCC pages and mentioned in the text the availability of a defibrillator for use by the community, now based at 1 Formula Fitness, Kingsmoor, Kilgetty.

**18. Community Centre Report.**

None.

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

Cllr Anderson reported the following;

* Some trimming and clearing of vegetation alongside the entrance to the GP surgery/community centre car park in Kilgetty had been undertaken by BKCA members.
* Internal work in the community centre had been completed, including toilet repairs, carpet repair and re-siting of the emersion heater. Kitchen improvements were also being planned.

**20. Correspondence**

All correspondence was made available ahead of the meeting from 6.45pm or by contacting the Clerk.

Members noted the correspondence but Cllr Lockley highlighted some planning training being delivered locally. This would provide an opportunity for councillors to raise issues such as Section 106, should anyone wish to attend. Clerk was asked to send details out by email to Members. Cllr Lockley also agreed to have a look at brochures sent by HAGS-SMP, which provided information on new play area equipment.

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

None.

**22. Any Other Business**

Cllr Lockley expressed concern about the state of the public footpath alongside the Community Garden in Carmarthen Road, Kilgetty and asked the Clerk to alert PCC to the matter.

There being no further business, the meeting closed at 9.00pm.

Kilgetty, Begelly Community Council

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