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

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

Thursday 13 July 2017

MINUTES

Public Participation took place between 7.03pm and 7.15pm.

**Present:**

Cllr Janet Ward (Chair of meeting)

Cllr David Anderson

Cllr Sandra Smith

Cllr Josephine Woodgate

County Cllr David Pugh

Ian Morris (Clerk and Responsible Finance Officer)

1. **Apologies.**

Cllr Trevor Andrews and Cllr Diane Lockley.

**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 15 June 2017.**

Cllr Anderson proposed that the draft Minutes of the Full Council Meeting held on 15 June 2017 be approved as a true and correct record. Seconded by Cllr Smith. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 15 June 2017.**

**1036 (4)** **–** Clerk confirmed that Mark Elliott, Pembrokeshire County Council (PCC) had confirmed that he would raise the issue of fly grazing on private land at any appropriate opportunity in future.

**1038 (9) –** After communicating with some councillors on email, Clerk confirmed that he did not submit any motion to One Voice Wales (OVW) for their AGM in respect of the Control of Horses (Wales) Act 2014. Proposers and Seconders of any motions were required to be present at the AGM in Builth Wells on 30 September 2017. No councillors were able to attend.

**1039 (15) –** Cllr Anderson confirmed that BKCA had now purchased a bench

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table for the Community Garden. Cllr Anderson also confirmed that BKCA had decided to leave room hire costs at the Community Centre at the same level as the past year but BKCA had written to hirers reminding them to be mindful of the costs of electricity.

**1040 (18) –** No updates yet received from PCC although it was noted that the paving block on the pavement alongside the old Post Office had been repaired.

**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 further update but County Cllr Pugh said he had spoken with County Cllr Phil Baker, the appropriate Cabinet Member, who had agreed to look into these matters. Review August 2017.
* **Remedial work to Kilgetty Play Area** – Some filler had come away from the multiplay equipment. Cllr Ward agreed to speak with Leon Baines to initiate some remedial work. Cllr Anderson agreed to speak with Morlais (local resident) if Leon Baines could not take forward. Review August 2017.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** County Cllr Pugh had chased up County Cllr Baker and Darren Thomas about this issue but no further update as yet. Review August 2017.
* **A477/A478 Roundabout Improvements –** Review September 2017.
* **Stile at Miner’s Field –** see item 4 above. Stile now fitted. Clerk was asked to remove this item from Action Tracking.

* **Removal of BT Kiosk in Begelly –** Members agreed to review in September 2017.
* **Improvements to kerbing in filter lane at A477 junction for Kilgetty -** Clerk read out a further response from the Welsh Government (WG). WG had confirmed that the junction conformed to current standards but some white lining was intended but was subject to funding prioritisation. WG agreed to ask their maintaining agent to look at the junction once funding had been secured and would take KBCC’s previous comments into consideration. Review September 2017.

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* **Condition of road (A478) in Begelly -** County Cllr Pugh agreed to speak with Huw Marriott, PCC, about the dip in the road outside Shoemakers Cottage, Begelly. Review August 2017.
* **Re-siting of a litter bin in Carmarthen Road, Kilgetty –** County Cllr Pugh agreed to speak with Mike Harries, PCC. Review August 2017.

**6. Planning**

Cllr Ward brought forward the following planning applications and other Notices;

**17/0197/PA** – **Extension of existing touring caravan/camping site to create a total of 36 pitches, the provision of a touring caravan storage area and new site facilities building at The Buttles Caravan Site, New Road, Begelly SA68 0YG.** Cllr Anderson expressed some concern over the increase in traffic in New Road which was a cul-de-sac. Cllr Ward proposed that if the Highways Department at PCC were content, this application be recommended for approval. Seconded by Cllr Smith. Vote taken – all in favour.

**17/0239/PA – Alterations and Extension to dwelling including hydrotherapy pool at 8 James Park, Kilgetty SA68 0YD.** Cllr Smith proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – all in favour.

**17/0275/PA – Proposed extension to existing textile workshop/studio building to create a linked live/work dwelling (TAN 6 Rural Enterprise dwelling) at Ash Farm, Ivy Chimney Lane, Stepaside, Narberth SA67 8JU.** Membersnoted that this development was not in the Local Development Plan and that it was a TAN 6 (Rural Enterprise Dwelling) application. After further discussion, Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Smith. Vote taken – all in favour.

**17/0293/LB – 3 units of holiday accommodation in association with retention of woodcarving centre and teaching centre (Partly in Retrospect) at Begelly House, Begelly SA68 0XE.** Members expressed concern over the potential increase in traffic exiting the project location at a dangerous junction/bend on the A478. After further discussion, Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Ward. Vote taken – all in favour.

One other planning appeal notice was noted.

**7. County Councillor’s Report.**

County Cllr Pugh provided the following report;

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* PCC now had a new leader and Cabinet in position. Cllr Pugh had been appointed to the Planning and Rights of Way Committee, the Licensing Committee and to the Services and Scrutiny Committee.
* Cllr Pugh had also been re-appointed as a Governor at Stepaside School. An Amroth Community Councillor had been co-opted as an Additional Community Governor.
* Following recent correspondence between KBCC and PCC, a dead horse found on land near to KBCC’s boundary at Pentlepoir had been removed. The RSPCA had confirmed other horses in the field were in a satisfactory condition.
* Unauthorised motor bike riding in a field adjacent to The Begelly Arms was being looked into by Cllr Pugh.
* Grass cutting at the entrance to the surgery car park was reported as being unsatisfactory. Clerk agreed to speak with Russell Evans. Cllr Anderson mentioned that the grass cutting in the Community Garden also needed some improvement (right hand side).
* Requests to renovate the ‘Welcome to Kilgetty’ sign opposite the Community Centre had been received together with requests to install one alongside the A477 Begelly roundabout. Cllr Pugh agreed to speak with a local sign writer to query costs and the work involved. Councillors agreed to discuss the matter at KBCC’s August 2017 meeting.
* Cllr Ward reported a wide crack/sunken road at the top of Ryelands Lane by Ryelands Place. Cllr Pugh agreed to report the matter.
* Cllr Smith reported a defective street light in Oakfield Drive and passed the light number to Cllr Pugh.

**8. Accounts for Payment**

The following invoices were presented for approval and payment;

Ian Morris – salary costs (no office expenses) £ 381.30

HMRC - PAYE £ 95.20

Russell Evans – grass cutting £ 382.50

One Voice Wales – councillor training costs (bursary applied)£ 40.00

**Total £ 899.00**

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

Members agreed to discuss the cutting of The Common, Kilgetty, at the August 2017 meeting.

**9. To receive and approve the Bank Reconciliation for the First Quarter of 2017/18.**

Clerk handed out copies of the Bank Reconciliation for Quarter One of 2017/18 for consideration by Members. After due consideration, Cllr Smith

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proposed that the Bank Reconciliation for Quarter One of 2017/18 be approved. Seconded by Cllr Ward. Vote taken – all in favour.

**10. To receive the Budget Monitoring Report for the First Quarter of 2017/18.**

Clerk handed out copies of the Budget Monitoring Report for the First Quarter of 2017/18. Members noted without query and thanked the Clerk for his work on this document.

**11. To receive an update on the Annual Audit for the year ending 31 March 2017.**

Clerk confirmed that the external auditor, Grant Thornton UK LLP, had now completed its work on KBCC’s Annual Audit return. No issues or observations had been made and the Annual Audit return had been signed off. Clerk confirmed that he had displayed the appropriate Notice of Electors’ Rights (on viewing the paperwork) in the Community Notice boards.

**12. To Review and approve KBCC’s Assets Register.**

Clerk handed out copies of the latest KBCC Assets Register for consideration. Full Council noted the document but queried the current value of land and noted that depreciation of asset values had not been factored in to the figures. In addition, the defunct laptop could also be taken off the register. Members agreed to look at these issues in July 2018. Cllr Anderson proposed that the current Asset Register be approved. Seconded by Cllr Ward. Vote taken – all in favour.

**13. To consider an update on items from One Voice Wales (OVW), including correspondence.**

Clerk had made available to Members, ahead of the meeting, items of correspondence from OVW.

Cllrs Smith and Woodgate had recently attended the ‘New Councillor Induction Training’ module in Saundersfoot and provided a brief review of the training. The training had been well received and a copy of the handout from the module had been retained by the Clerk.

**14. To consider and approve a Casual Vacancy (Co-option) process for KBCC.**

After a brief discussion, Cllr Smith proposed that the Clerk commence a Casual Vacancy (Co-option) process for 6 vacancies (3 in Kilgetty Ward and 3 in Begelly Ward) on KBCC. Seconded by Cllr Ward. Vote taken – all in favour.

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**15. To consider and discuss use of KBCC’s Reserves, including suggestions for KBCC-funded community projects and/or PWLB Loan repayment.**

Cllr Anderson suggested that some spending of Reserves should be made including consideration of PWLB loan part repayment. Clerk confirmed the outstanding balance which stood at £25,123.67 at 31 March 2017. After a general discussion, Members agreed to defer further consideration of this matter until August 2017 when Cllr Andrews and Cllr Lockley should be present.

**16. To consider and approve a Long Term Improvement Plan for Kilgetty Play Area.**

Members agreed to defer discussions until the August 2017 KBCC meeting.

**17. To discuss and approve adoption of a KBCC Social Media Policy and/or amendment of KBCC’s Standing Orders.**

Cllr Anderson re-iterated his previous views that Councillors should not use Social Media at all when representing KBCC and considered that KBCC should adopt a Social Media policy based on the suggested OVW draft. Most Members did not use Social Media but asked that the Clerk draw up a KBCC Social Media policy document, based on the OVW template, for approval at the August 2017 KBCC meeting.

**18. To consider an update on the request to set up allotments in Miner’s Field, Kilgetty.**

Cllr Woodgate reported that 6 local residents were willing to organise the setting up of some allotments in Miner’s Field and that of these residents, a Secretary, Chair and 4 Committee Members had been proposed. Cllr Woodgate had yet to contact the Scout Group for comment. Full Council suggested that Cllr Woodgate commission a letter from the Secretary, to be sent to KBCC, to request formally that KBCC approve the setting up of allotments in Miner’s Field.

At this point (9.20pm), Cllr Smith, Cllr Woodgate and County Cllr Pugh left the meeting.

**19. To consider news items and event details for the KBCC website.**

Clerk agreed to include the Notice of Casual Vacancies on the website.

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

Cllr Anderson reported the following;

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* BKCA had recently held its AGM and agreed to leave hire rates for rooms at the Community Centre at the same level as last year, for most hirers.
* Notices will be sent to all hirers of the Community Centre with the aim of encouraging users to keep electricity costs to a minimum. This would include use of heaters, lights, etc.
* A book sale will be held in August although the date had yet to be finalised.
* Following a recent donation, a bench table had now been purchased for the Community Garden.

Cllr Ward reported that a local resident had requested that an additional bench be placed on the circular walk around The Common, Kilgetty. Members agreed to discuss at the August 2017 meeting of KBCC.

**21. Correspondence.**

All correspondence was made available ahead of the meeting, from 6.45pm, or by contacting the Clerk. Members noted the correspondence, including two Hywel Dda University Health Board consultations. These were on Clinical Services and Mental Health Services. Cllr Ward agreed to look through the relevant documents. An email from Charles Johns, objecting to any traffic calming measures in Ryelands Lane, was also read out.

**22. Emergency items and other outstanding issues before Full Council.**

None.

**23. Any Other Business (For information only).**

Cllr Anderson reported a dip (around 40cm) in the road surface on Sardis Road near to its junction with Carmarthen Road, Kilgetty. Clerk was asked to report this matter to PCC.

There being no further business, the meeting closed at 9.45pm.

Kilgetty, Begelly Community Council

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