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

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

Thursday 14 September 2017

DRAFT MINUTES

Public Participation took place between 7.00pm and 7.04pm.

**Present:**

Cllr Diane Lockley (Chair)

Cllr Janet Ward (Vice-chair)

Cllr David Anderson

Cllr Trevor Andrews

Cllr Christopher Ebrey

Cllr Brenda Jones

Cllr Sandra Smith

Cllr Josephine Woodgate

County Cllr David Pugh

Ian Morris (Clerk and Responsible Finance Officer)

Cllr Ebrey and Cllr Jones signed their Declaration of Acceptance of Office immediately prior to the start of the meeting and were provided with copies of the Code of Conduct and Good Councillors Guide 2017.

1. **Apologies.**

Peter Adams.

**2. Declarations of Interest.**

Cllr Lockley declared a **Personal** Interest in agenda item 6(c) – Planning: 17/0411/PA.

**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 10 August 2017.**

Cllr Anderson proposed that the draft Minutes of the Full Council Meeting held on 10 August 2017 be approved as a true and correct record. Seconded by Cllr Ward. Vote taken – 5 in favour, 3 abstentions.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 10 August 2017.**

**1056**

**1055 (21)** **–** Clerk reported that Pembrokeshire County Council (PCC) had

confirmed that the dip in the road at the entrance to Kilvelgy Park, Kilgetty had been passed to their Highway Asset Management Section. In addition, PCC had passed the issue of the dropped drain/grate at the top of Ryelands Lane to their Streetworks Section, as the Aco drains are on private land near to the highway. PCC had yet to respond to the issue of speed monitoring in Ryelands Lane, Kilgetty.

**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 (currently outside Begelly Stores) –** Cllr Anderson noted that this issue had been on Action Tracking for 5 years. Review October 2017.
* **Remedial work to Kilgetty Play Area** – As the remedial work had been completed, Members asked that this item be removed from Action Tracking.
* **Location of footpath between Mill Bay Homes development and Kilgetty town centre –** Cllr Lockley confirmed that Stephen Benger, PCC, had now written to KBCC outlining the Local Highway Authority’s plans to install a pedestrian link between Newton Heights and the village centre through Miner’s Field. PCC had asked for KBCC’s and the trustees comments on the proposal. Views had been asked for by the end of the month (in an email to County Cllr Pugh) in order that some vegetation clearance could be undertaken. Trustee Members confirmed that PCC would need to contact the Charity Commission in the first instance and so KBCC could not be expected to meet the end of month deadline for vegetation clearance. In addition, details of the exact location, type of footpath, security measures (to prevent horses accessing the pedestrian link) and litter collection would need to be addressed by PCC. The proposed pedestrian link would also use the private drive alongside Bridge Stores and so PCC would also need to contact the relevant landowners for views. Clerk was asked to reply to PCC accordingly and to ask that KBCC be kept informed of progress with the Charity Commission at all times. Review October 2017.
* **Removal of BT Kiosk in Begelly –** Members agreed to review in November 2017.
* **Improvements to kerbing in filter lane at A477 junction for Kilgetty -** No further update. Review October 2017.
* **Condition of road (A478) in Begelly -** Huw Marriott, PCC, had now confirmed he had inspected the ‘dip’ in the road outside Shoemakers

**1057**

* Cottage and had said that this was a localised area of minor subsistence in the wheel track. PCC did not consider it urgent but the affected area would be removed and reinstated as soon as resources allowed. Review January 2018.
* **Re-siting of a litter bin in Carmarthen Road, Kilgetty –** Cllr Anderson reported that a bin had now been installed outside the Community Garden. This had been undertaken following Margaret Moffat’s telephone conversations with PCC (Neil McCarthy). Clerk was asked to write and thank Margaret Moffat for her efforts. Members agreed that this item be removed from Action Tracking.
* As no response had been forthcoming from PCC about the broken panels in the two bus shelters in Kilgetty (outside chip shop in Carmarthen Road and in Ryelands Lane) and which posed a safety risk to the public, the Clerk was asked to chase PCC and add the matter to Action Tracking.

**6. Planning**

Cllr Lockley brought forward the following planning applications and other planning notices;

**17/0384/MD – Section 106 Agreement: Application to agree a reduction in the level of S106 contributions (as set out on the planning consent for 14/0327/PA) in order to bring the site forward for development at Land east of The Cottage, Parsonage Lane, Begelly SA68 0YL.** Cllr Lockley reported that S106 was originally set at £68k approx. and the applicant had now said that profit margins would be reduced if this figure was kept at £68k. Councillors considered that Kilgetty and Begelly got to see little Section 106 funding for the benefit of the whole community and so no recommendation was made on this application. Full Council therefore declined to comment.

**17/0401/PA – Construction of affordable bungalows on plot adjacent to The Cottage, Parsonage Lane, Begelly SA68 0YL.** Cllr Lockley and County Cllr Pugh confirmed that that the project location was outside the boundary for housing allocations, as set out in the Local Development Plan. As a result, Cllr Lockley proposed that KBCC make no comment on this application. Seconded by Cllr Andrews. Vote taken – all in favour.

**17/0411/PA – Proposed farm access gate and formation of verge access roadway at land adjacent to The Old Cow Shed, Reynalton, Kilgetty SA68 0PE.** Cllr Lockley reported that shehad visited the site location and briefed Members accordingly. The current access gate was close to another building and the road splay was difficult. Cllr Andrews proposed that KBCC recommend approval of this application. Seconded by Cllr Smith. Vote taken – all in favour.

**1058**

**17/0507/TF – Tree surgery at Chaparral, 6 Cotswold gardens, Kilgetty SA68 0YQ.** As there were safety concerns, Cllr Smith proposed that KBCC recommend approval of this application. Seconded by Cllr Ward. Vote taken – all in favour.

**17/0524/PA – Variation of conditions 4, 12 and 22 of planning permission 16/0301/PA to enable the development to be implemented on a phased basis at Windberry Top Farm, Begelly SA68 0XA.** Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Lockley. Vote taken – all in favour.

**17/0540/PA – Alteration and extension to existing dwelling including loft conversion and full refurbishment of property at Woodlands, Parsonage Lane, Begelly SA68 0YL.** Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Andrews. Vote taken – all in favour.

Other planning notices were noted.

**7. County Councillor’s Report.**

County Cllr Pugh provided the following report;

* PCC’s planning enforcement team was investigating some residents’ concerns over alleged unauthorised building work and site clearance at Barley Park, New Road, Begelly.
* Increased illegal parking outside the Co-operative Stores in Carmarthen Road, Kilgetty had been reported to the Highways Team at PCC. Increased patrols by the ‘traffic wardens’ have been requested. Cllr Pugh agreed to ask again about the possibility of installing Vehicle Recognition Cameras at this location.
* BKCA would be sourcing quotes for new flooring at the Community Centre and these are likely to be around £3.5k. BKCA would ask that KBCC pay these costs which would include VAT. BKCA would then refund the costs of the floor excluding VAT to KBCC. Members asked that this request be placed on the agenda for the October 2017 meeting.
* County Cllr Pugh requested that an Extraordinary Meeting be held by KBCC in due course to discuss the future of The Common.
* Cllr Lockley asked County Cllr Pugh who had placed the camera outside the new building estate on Begelly Hill. County Cllr Pugh agreed to investigate.

County Cllr Pugh was thanked for his monthly update. County Cllr Pugh left the meeting at this point.

**8. Accounts for Payment**

The following invoices were presented for approval and payment;

**1059**

Ian Morris – salary costs and office expenses (Kaspersky) £ 436.78

HMRC - PAYE £ 95.20

Russell Evans – grass cutting £ 285.00

**Total £ 816.98**

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

Clerk also confirmed that payments had been made to Leon Baines (£545.00) for remedial work at the play area (see KBCC approval at **1050**) and to PWLB (£1,740.94 - latest instalment of loan repayment).

**9. To consider and approve requests received for charitable donations.**

Clerk handed out a summary of the charitable donation requests received since last autumn. After due consideration, Cllr Smith proposed that the following donations be approved. Seconded by Cllr Ward. Vote taken – all in favour;

Paul Sartori Foundation: £100

Cruse Bereavement Care: £100

Wales Air Ambulance: £100

Citizen’s Advice Pembrokeshire: £100

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

Clerk reported that he had spoken with PCC about undertaking a soil test at Miner’s Field. PCC had confirmed that their Contaminated Land Officer (CLO) would be able to offer professional advice but was not due back in the office until 18 September 2017. PCC had advised that minimum soil test costs would be £200. Clerk agreed to chase up after 18 September and to ask for a site visit by the CLO; some councillors may wish to attend.

**11. To consider an update on development of a Long-Term Improvement Plan for Kilgetty Play Area.**

Clerk reported that PCC had recently undertaken their latest quarterly inspection of the play area and no new findings were highlighted. A report had also been copied to KBCC for Begelly Play Area. This was noted but the play area was not the responsibility of KBCC.

Cllr Lockley confirmed that she had contacted some play equipment companies about new durable equipment and would be meeting a representative from *Playdale* on 22 September 2017 at 3.00pm. Cllr Ward said that the swings would need to be moved away from the wet area in the play area.

**1060**

**12. To further consider and discuss use of KBCC Reserves, including suggestions for KBCC-funded community projects (including additional benches, renovation of ‘Welcome to Kilgetty’ signs) and/or PWLB Loan part-repayment.**

Cllr Lockley reported that she had contacted a company called *The Log Depot* based in Neath about provision of wood carved seating on The Common. They would be contacting Cllr Lockley soon to discuss seating arrangements on The Common. As County Cllr Pugh was not present at this point, there was no update about the new ‘Welcome to Kilgetty’ signs. Full Council agreed not to consider any repayment or part-repayment of KBCC’s PWLB loan at this stage.

**13. To consider and approve KBCC’s 2017/18 Risk Register.**

Clerk had provided copies of the 2016 KBCC Risk Register at the August 2017 meeting. Members discussed updates to the Risk Register and made some amendments. Cllr Lockley proposed that, following these amendments, the KBCC Risk Register for 2017/18 be approved. Seconded by Cllr Andrews. Vote taken – all in favour. Clerk was asked to update his records.

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

Cllr Lockley reported that there had not yet been a quarterly meeting of the Area Committee of OVW. Cllr Lockley highlighted some key OVW correspondence, including training sessions and job opportunities for councillors on various Welsh Government panels. Cllr Lockley confirmed she would be attending the LDP Monitoring Review at County Hall on 19 September 2017.

Cllr Ebrey and Cllr Jones offered to attend the OVW Code of Conduct training on 21 September 2017 in Saundersfoot. Costs would be £40 each. Cllr Andrews proposed that these costs be approved. Seconded by Cllr Lockley. Vote taken – all in favour. Clerk was asked to liaise with OVW and Cllr Ebrey and Cllr Jones over arrangements.

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

None.

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

Cllr Anderson confirmed that there had been no meeting of BKCA that month but said that, following refurbishment of the Community Centre, bookings had increased.

**1061**

**17. Correspondence.**

All correspondence was made available ahead of the meeting, from 6.45pm, or by contacting the Clerk. Cllr Lockley highlighted the main items of correspondence, including;

* Invitation to attend a PCC meeting in County Hall on 25 October 2017 to establish/enforce links between PCC and Town and Community Councils. Members asked that this be discussed at the October 2017 meeting of KBCC.
* Latest (2nd) Precept payment had been received from PCC (£7,000).
* Note of telecon from Geoffrey Horton-Jones about adoption of Kilgetty railway station.
* Details of LDP Monitoring Review meeting, from PCC.

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

None.

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

Cllr Lockley said she would contact Mr Hilling about the cutting of The Common.

Cllr Smith asked about provision of name badges for councillors. Members did not feel that these were necessary.

There being no further business, the meeting closed at 9.02pm.

KBCC

September 2017

**1062**