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

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

Thursday 12 April 2018

DRAFT MINUTES

**Present:**

Cllr Janet Ward (Chair of meeting)

Cllr Peter Adams

Cllr David Anderson

Cllr Christopher Ebrey

Cllr Brenda Jones

Cllr Jayne Palmer

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr John Whitby

Cllr Josephine Woodgate

Ian Morris (Clerk and Responsible Finance Officer)

County Cllr David Pugh was also in attendance.

Cllr Palmer signed her Declaration of Office prior to the start of the meeting.

1. **Apologies.**

Cllr Diane Lockley.

Cllr Ward read out a letter of resignation, as councillor, from Trevor Andrews and a note from Cllr Lockley, following her recent conversation with Cllr Andrews. Cllr Lockley had confirmed that she had accepted Cllr Andrews’s verbal resignation at the KBCC Open Day and that he would not be attending any further meetings. Members wished Cllr Andrews best wishes for the future and Cllr Jones agreed to source an engraved slate commemorating Cllr Andrews’s time on KBCC. Cllr Anderson proposed that Cllr Jones spend up to £75 on such a gift. Seconded by Cllr Smith. Vote taken – all in favour.

**2. Declarations of Interest.**

None.

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**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 8 March 2018.**

County Cllr Pugh said that at 1105 (22), the surname of the headmaster of Stepaside School should read Paul Harries and not Davies. Cllr Ebrey proposed that, once this amendment had been made, the draft Minutes of the

Full Council Meeting held on 8 March 2018 be approved as a true and correct record. Seconded by Cllr Adams. Vote taken – 9 in favour, 1 abstention.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 8 March 2018.**

**1105 (22) –** Clerk reported that Stepaside School had confirmed that a new recycling bin was to be delivered to the school very soon by Wilcox Textiles.

**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) –** PCC had now confirmed that it had now discharged the pre-commencement conditions on the Folly Farm planning application. Once S106 payment was made by Folly Farm the footway and bus stop improvements in Begelly would commence. Review May 2018.
* **Location of footpath between Mill Bay Homes development and Kilgetty village centre –** PCC had now confirmed that responsibility for this work had now been passed back to Stephen Benger’s team.Cllr Thomas and Cllr Adams said that they hoped that work would now move forward speedily. Clerk was asked to arrange a site meeting to discuss exact details of the footpath. Review May 2018.
* **Removal of BT Kiosk in Begelly –** Members had previously agreed to review in June 2018.

* **Condition of A478 road in Begelly (including dip in road and mud fouling) –** Members had previously agreed to review in May 2018 (dip in road element only).

**6. Planning.**

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

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**17/1248/PA – Proposed extension to existing textile workshop/studio building and 3 year temporary siting of (TAN 6) Rural Enterprise mobile home at Ash Farm, Ivy Chimney Lane, Stepaside SA67 8JU.** After a brief discussion, Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Anderson. Vote taken – 9 in favour, 1 abstention.

**17/1297/PA – Proposed extension to create rooms at first floor level within the raised roof at Elana, 9 Mayfield Acres, Kilgetty SA68 0UW.** Cllr Ebrey proposed that this application be recommended for approval. Seconded by Cllr Woodgate. Vote taken – all in favour.

Other planning notices and correspondence, including LDP correspondence (Call for Candidate Sites), was noted.

**7. County Councillor’s Report.**

County Cllr Pugh provided the following report;

* PCC had recently issued its Call for Candidate Sites as part of the evidence base for its Replacement Local Development Plan (LDP2). Deadline for submissions is 14 June 2018.
* Road closures, for tree works, in Ivy Chimney Lane, Sardis, will take place in May 2018.
* The planning application for the housing development off Parsonage Lane, Begelly, was being heard by PCC’s Planning Committee on 17 April 2018.
* PCC’s Cabinet had now approved changes to refuse collections. Black bag collections will take place every 3 weeks and recycling materials will now need to be sorted into 4 different containers. Recycling and food waste collections would remain as weekly collections. No start date for the implementation of the revised collection arrangements was known as yet.

**8. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary and office costs £ 395.63

HMRC - PAYE £ 95.20

Russell Evans - (grass cutting) £ 275.00

Signature: design for marketing - (letterheads) £ 342.00

**Total £ 1,107.83**

Cllr Jones proposed that all these invoices be approved for payment. Seconded by Cllr Woodgate. Vote taken – all in favour.

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**9. Bank Reconciliation for the Fourth Quarter FY 2017/18.**

Clerk handed out copies of the Bank Reconciliation for the Fourth Quarter of 2017/18. Cllr Ebrey proposed that the Bank Reconciliation for the Fourth Quarter of 2017/18 be accepted as a true and accurate record of KBCC’s financial position. Seconded by Cllr Woodgate. Vote taken – all in favour.

**10. End of FY 2017/18 Income and Expenditure Statement**.

Clerk handed out copies of the End of FY 2017/18 Income and Expenditure Statement. The Statement was noted and accepted by Full Council.

**11. To approve the appointment of KBCC’s Internal Auditor for the Annual Audit for FY 2017/18.**

Clerk confirmed that Alan Marsh was again willing to undertake KBCC’s Internal Audit for FY 2017/18. Cllr Whitby proposed that Alan Marsh be appointed as KBCC’s Internal Auditor for FY 2017/18. Seconded by Cllr Anderson. Vote taken – all in favour.

**12. To receive an update on the Code of Conduct training for KBCC.**

Clerk confirmed that Claire Jones, PCC Monitoring Officer, had agreed to undertake KBCC’s Code of Conduct training on 14 June 2018 at 6.15pm. Clerk had been asked to invite neighbouring councils.

**13. To consider an update on the soil test results on Miner’s Field, Kilgetty and agree next steps on the proposal to set up allotments in Miner’s Field.**

Cllr Ward confirmed that PCC had now sent through to KBCC the Contaminated Land Assessment Report for the Proposed Allotments at Miner’s Field. Cllr Ward read out the Conclusions and Recommendations. In summary, the results had shown that the natural soils were suitable for use as allotments but PCC had recommended that any Made Ground was to be removed from growing areas in the interest of protecting human health. This material may be suitable for use under structures and paths. Members discussed taking forward the allotments proposal and asked Cllr Woodgate to seek the views of the allotments committee for its views on the position of any allotments within Miner’s Field. Cllr Anderson proposed that this matter be discussed for final decision at the May 2018 meeting of KBCC. Seconded by Cllr Ebrey. Vote taken – all in favour.

**14. To consider an update on the purchase and installation of a yellow rumble strip in Carmarthen Road, Kilgetty.**

Clerk updated Full Council on PCC’s response to KBCC’s request to install yellow rumble strips adjacent to the Community Garden, Kilgetty. PCC had

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confirmed that yellow rumble strips could not be installed at this location due to noise pollution but yellow painted bar markings were permissible. Some Members were puzzled that noise pollution from rumble strips could affect properties as far afield as New Road, Begelly. However, after due discussion, Cllr Anderson proposed that the Clerk take forward the installation of yellow painted bar markings with PCC and that a budget of £100 be allocated for this work. Seconded by Cllr Ebrey. Vote taken 7 in favour, 1 against and 2 abstentions.

**15. To consider an update on implementation of the General Data Protection Regulation (GDPR).**

Clerk confirmed that One Voice Wales (OVW) had not yet sent through further guidance or training information on the implementation of the GDPR. Cllr Adams confirmed he had looked through the toolkit sent to KBCC by the Society of Local Council Clerks. Clerk was asked to check with PCC to see if it might be able to provide help and guidance to KBCC. Members agreed to discuss again at the May 2018 meeting of KBCC.

**16. To consider and approve Determination 45 of the Independent Remuneration Panel for Wales’ (IRPW) Annual Report 2018.**

Clerk updated Members on the various Determinations (including Determination 45) that had been approved in the IRPW report. He also provided feedback following his attendance at the IRPW briefing on the Determinations, held on 11 April 2018 in Carmarthen. Members agreed to defer any decisions on the Determinations until KBCC’s May 2018 meeting.

**17. To receive feedback on the KBCC Open Day.**

Cllr Ebrey thanked councillors for attending the Open Day and also thanked members of BKCA for their attendance and support at the event. Cllr Smith also wished to thank BKCA for their support and input to the event. Cllr Ebrey said that there had been a relatively good turnout and various suggestions had been made by the community. These included suggestions for improvements at the play area and on The Common; Welsh classes; an IT Club and regular coffee mornings. Cllr Adams thought that one of the major positives to come from the event was the close partnership working with BKCA. Ideas for the play area and The Common would be included in discussions at the proposed Extraordinary Meeting of KBCC.

**18.** **To agree a date for an Extraordinary Meeting (EM) of KBCC to discuss; a: Long Term Improvement Plan for Kilgetty Play Area. b: Use of KBCC’s Reserves, including provision of benches on The Common, Kilgetty and c: Future improvement/development of The Common, Kilgetty.**

County Cllr Pugh encouraged Members to hold an EM sooner rather than

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later following previous deferments. Members agreed and decided that an EM be held on Thursday 26 April 2018 at 7pm.

Cllr Jones left the meeting at this point (9.16pm).

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

Cllr Lockley was absent but Members noted her written update. OVW had asked that KBCC nominate two councillors to represent it at the OVW Area Committee meetings. Cllr Lockley had confirmed that she would be happy to continue as one of the KBCC representatives. Cllr Smith said she would be willing to be nominated as KBCC’s second representative. Cllr Lockley had also asked that KBCC give due consideration to information sent through by OVW on the ‘Fields in Trust - Active Spaces Grants Programme’. Cllr Thomas kindly agreed to look at the correspondence and report back at the next meeting.

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

Cllr Anderson provided the following report;

* The entrance gate into the Community Garden, Kilgetty, had been wid ened to allow better access for grass cutting work.
* Following a visit and inspection by a Fire Service officer, the old Library in the Community Centre can now be approved for public access, once a new fire alarm is fitted.
* Expenditure for the purchase of up to 50 new chairs for the Community Centre has now been approved.
* BKCA will be considering an upgrade to the heating system in the Community Centre before next winter and will be applying to the Co-operative Society’s Community Fund for grant funding support toward roof repairs at the Community Centre. In addition, installation of Wi-Fi facilities at the Community Centre were being looked at by BKCA.
* Plans for regular weekly coffee mornings, on Fridays between 10am and 12noon, were being taken forward, following ideas put forward by the local community at the KBCC/BKCA Open Day.
* BKCA had considered using Facebook to highlight community events but agreed to continue to use Margaret Moffat’s website.

**21. Correspondence.**

All correspondence had been made available ahead of the meeting, from 6.30pm, or could be viewed after the meeting by contacting the Clerk. Cllr Ward highlighted some items of correspondence;

* Email from PCC inviting Members to a briefing on the new Enhancing

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Pembrokeshire Grant on 16 May 2018. Cllr Adams and Cllr Ebrey agreed to attend the 6pm briefing on that day.

Cllr Smith and Cllr Woodgate left the meeting at this

point (9.31pm).

* Letter from Kilgetty and Begelly Golden Age Group requesting grant support for their Luncheon Club. Members agreed to consider this request at the May 2018 meeting.
* Letter from Hywel Dda University Health Board inviting Members to a Town and Community Councils consultation event on its Health Care Services, on 23 April 2018 at 6pm. Cllr Adams and Cllr Ebrey agreed to attend on behalf of KBCC.
* Email from Owen Duffy asking to be considered for the position of councillor should a vacancy occur. Clerk to acknowledge and commence Casual Vacancy process following Cllr Andrews’s resignation.

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

None.

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

Cllr Adams queried the ‘Café Parking’ sign that had appeared adjacent to Bridge Stores. This appeared to direct café customers to the Miner’s Field car park.

Cllr Thomas reported that a white line had been painted on the road outside the bakery/Travis Perkins and his house. Cllr Thomas reported that he was in conversation with PCC about the matter.

Cllr Ebrey reported that the 2 deep potholes near to Begelly roundabout on the A477 had been filled.

There being no further business, the meeting closed at 9.47pm.

KBCC

April 2018

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