

## BURTON COMMUNITY COUNCIL

### **Minutes of the monthly meeting held at the Jubilee Hall, Houghton on Wednesday 2<sup>nd</sup> May 2018**

**Present:** Cllrs, Nia Phillips, Derek Jones, Alun Williams, John Evans, Michael Pettit, Scott Sinclair, Iain Wood, Robin Howells, John Mathias; Peter Horton (Clerk).  
**Apologies:** C’llrs Paddy McNamara, Laurence Price

[NOTE – C’lr Iain Wood gave advance apologies for the June 2018 monthly meeting]

#### **Declarations of known interests**

C’lr Robin Howells declared a personal but non-prejudicial interest in the item ‘Discussion of parking problems, New Wells Road’, as a resident of New Wells Road.

#### **Minutes of April 2018 monthly meeting**

The minutes were agreed as an accurate record, and signed by the Chairman (proposer C’lr Derek Jones, seconder C’lr Alun Williams).

#### **Matters Arising**

**Post box, Bowling’s Corner.** – The Clerk confirmed that the matter was under investigation by the Royal Mail complaints review panel, and a response was awaited. Matter to be placed on June agenda for update / discussion.

**Enhancing Pembrokeshire grant meeting** – It was confirmed that C’llrs Iain Wood and Scott Sinclair planned to attend.

**One Stop.** It was noted that grass-cutting on the playing field had commenced.

**Football nets.** C’lr Nia Phillips reported that these had now been fixed.

**Barnlake.** The Clerk had sent a response to P.C.C. as requested in the April meeting. No response had yet been received. Matter to be placed on June agenda for review.

**Footpath from Burton Ferry** – Members noted that the needed footpath clearance work had been done.

**Pride grant.** The Clerk had requested a replacement invoice for the agreed amount for the matting, and this was still awaited.

**Burton Ferry.** It was reported that P.C.C. intended to remove the old electricity cabinet during the coming week. Nothing further had been said by them about the slime on the accessway.

**Bench, Burton Ferry.** Members were informed that the new bench had been installed. C’lr Laurence Price to be asked about any need for a new commemorative plaque.

**Grass-cutting, playpark.** It was noted that no grass-cutting had been carried out at Houghton Playpark. Clerk to contact P.C.C. about this. Depending on the response, Clerk to request a quotation from One Stop if necessary.

**Picnic benches in Burton Ferry.** C’lr Scott Sinclair undertook to arrange for the two picnic benches to be painted / stained as necessary.

**Members’ contact list.** It was confirmed that an up to date list had been circulated by the Clerk.

#### **Plans**

##### **Applications**

**18/0021/PA (Proposal: Conversion of vacant Burton VC. School building into a single residential dwelling. Change of use, Educational Use (D1) to Residential Use; site Address: Burton VC. Old School, Houghton, Milford Haven, Pembrokeshire, SA73 1NN)**

– No objection.

**18/0029/AD (Proposal: 1 x Isuzu Pedestal Sign - Site Address: Gareth J Hughes Motors, 25, Sardis, Milford Haven, SA73 1LY) – No objection.**

**NP/18/0245/FUL (Replacement of sun room with single storey extension, Hillside Cottage, Burton Road, Hill Mountain, SA73 1NH) – No objection.**

#### **Consents**

**17/1044/PA (Proposed side and rear extensions & alterations to a family dwelling - 2, Penry Point, HILL MOUNTAIN, Milford Haven, Pembrokeshire, SA73 1NB)**

#### **Refusals**

**17/1097/PA (Erection of a dwelling (outline with access, layout and scale for consideration). - The Rafters, Ashdale Lane, LLANGWM, Haverfordwest, Pembrokeshire, SA62 4NU)**

### **Correspondence**

- 1) Independent Review Panel – April Newsletter – noted.
- 2) Paul Davies – Newsletter – noted.
- 3) John Charles – request to use noticeboard for business advertisement – Clerk to respond declining request.
- 4) Independent Review Panel – Request for drop-in event on 24/05/18 – Members decided not to host a drop-in session.
- 5) Peter Griffiths – complaint about state of footpath in Hill Mountain – It was noted that this matter had been addressed by email prior to the meeting.
- 6) P.C.C. – survey on proposed changes to customer service centre facilities – noted.
- 7) Pat Gallanders - Concerns over speed-monitoring arrangements, Ashdale Lane – Members discussed what had happened, and reviewed the minute record. Mrs. Gallanders was invited to address the meeting. She reiterated her request for the speed-monitoring to be carried out somewhere as close as possible to 15b Ashdale Lane. Clerk to make the request from P.C.C.
- 8) P.C.C. – Feedback on traffic issues, New Wells Road – covered in agenda item below.
- 9) 1<sup>st</sup> Johnston Scout Group – Invitation to annual celebration, to be held on Friday, 25th May at 6.30 p.m. – C’lir Nia Phillips undertook to attend. Clerk to notify the Scout Group accordingly.
- 10) Zurich – Insurance renewal – Covered in accounts.
- 11) Milford Haven Port Authority – 2017 Annual Report – passed to C’lir Iain Wood for perusal.
- 12) Mrs. Anne Winn – request for signage on playpark / playing field – Members acknowledged the need to replace the sign on playpark. However Members were disinclined to ban dogs from the playing field. They felt that a sign asking dog owners to clear up after their dogs would be more appropriate. C’lir John Mathias undertook to obtain the necessary signage. Clerk to reply to Mrs. Winn to inform her of the actions agreed.

### **Accounts**

#### **Payments**

Denise Mayr (internal audit)	:	£	60-00
ICO (data protection registration)	:	£	40-00
Zurich	:	£	494-94
Clive Walters (picnic bench)	:	£	120-00
Clerk (expenses December 2017 – May 2018)	:	£	83-70
Chris Owen (fixing of picnic bench)	:	£	200-00

Matter of method of sign-off of Clerk’s expenses to be placed on June agenda for discussion.

### **Internal audit**

Members were informed that the internal audit had been completed with no issues arising. Copy of report to be forwarded to members.

### **Annual governance statement**

This was completed by Members, and signed by the vice-Chairman and Clerk.

### **Notice of Elector's rights**

It was noted that this was due to be advertised from June 1<sup>st</sup> 2018.

### **Charitable donations**

Matter deferred for consideration in June. Clerk to circulate list of those who have made written donation requests in advance of the meeting.

The above items were approved by Members (proposer C'Ilr John Evans, seconder C'Ilr John Mathias).

### **Discussion of works needed on playing field**

**Footpath from playing field.** Nothing further had been heard about this proposal. Matter to be placed on June agenda for discussion. In the meantime, Clerk to seek update from C'Ilr Rob. Summons and P.C.C.

### **Discussion of parking problems, New Wells Road**

C'Ilr Nia Phillips had approached the Church regarding the possibility of using the Mission Hall car park. However, they had rejected the request, citing insurance concerns.

The Clerk had written to Scale of Benton as requested, but had received no reply.

It was noted that emails had been received from P.C.C. to say they are reviewing the matter. Further feedback from this review was awaited. Matter to be kept on the monthly agenda for necessary review for the time being.

### **Discussion of new data protection legislation**

Matter to be kept on agenda for any necessary actions.

### **Discussion of problem of littering in roadways**

The Clerk had contacted P.C.C. regarding this matter. They had responded to say that there were insufficient resources to increase the frequency of litter-picking passes. Matter left in abeyance.

### **Discussion of common land issues**

#### **Church Road.**

It was confirmed that the car park was not part of the common land, but the responsibility of the Church. Matter left in abeyance.

#### **Houghton Green.**

No information had been obtained to identify the identity of those responsible for the damage carried out. Quotations for remedial works were awaited from P.C.C.

#### **Church Lane, Sardis.**

C'Ilr John Evans reported that the situation was worsening, and that nothing had been done. The Clerk advised that the Common Land Officer was thought not to have taken any further action. Clerk to contact Rob Summons to seek help in progressing the matter. Clerk to contact P.C.C. with a strongly worded letter objecting to the lack of action taken. Copy of letter to be circulated to members.

#### **Illegal works at Vale Road.**

Clerk to send letter to the developer advising them of the situation, and seeking their input in resolving matters.

**Discussion of ‘Enhancing Pembrokeshire’ grant funding arrangements**

Covered in Matters Arising above. Matter to be placed on agenda for discussion in June.

**Discussion of Clerk’s hours of employment**

Matter deferred for consideration in June. In the meantime, C’lr Scott Sinclair to discuss the matter with C’lr Paddy McNamara.

**Public Forum**

There were no members of the public present.

**Any other business**

**Sardis bus shelter.** C’lr Nia Phillips conveyed thanks from C’lr Paddy McNamara for the work that had been carried out.

**Surface water problems, Rhoosferry Lane.** Matter to be placed on June agenda for discussion.

The meeting ended at 9-05pm. Next meeting, Wednesday 6<sup>th</sup> June 2018