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

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

Thursday 14 June 2018

MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Peter Adams

Cllr David Anderson

Cllr Christopher Ebrey

Cllr Brenda Jones

Cllr Jayne Palmer (Vice chair)

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr Janet Ward

Cllr John Whitby

Cllr Josephine Woodgate

Ian Morris (Clerk and Responsible Finance Officer)

County Cllr David Pugh was also in attendance.

Ahead of the meeting, councillors received Code of Conduct training from Claire Jones, Monitoring Officer, Pembrokeshire County Council (PCC).

Public Participation session took place between 7.22pm and 7.47pm.

1. **Apologies.**

None.

**2. Declarations of Interest.**

Cllr Thomas declared a **Personal and Prejudicial** Interest in agenda item 6 (b).

**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Annual Meeting held on 10 May 2018.**

Cllr Smith proposed that the draft Minutes of the Full Council Annual Meeting held on 10 May 2018 be approved as a true and correct record. Seconded by Cllr Ward. Vote taken – all in favour.

**1124**

**4. Matters Arising from the Minutes of the Full Council Annual Meeting held on 10 May 2018.**

**1116 (6) –** Cllr Adams and the Clerk reported that the café owner had taken down the ‘Café Parking’ sign from the fence alongside Bridge Stores.

**1118 (9) –** Cllr Jones mentioned that several residents had complained about the height and size of gap between the train and platform at Kilgetty station. Cllr Anderson and the Clerk explained that KBCC had exchanged previous correspondence with Network Rail and Arriva Trains Wales about the matter. A set of steps was originally to be kept at the station and train guards could aid passengers boarding and alighting at the station through use of a ramp. Cllr Lockley encouraged passengers to write to the train operator.

**1123 (23) –** Clerk said he had written to the Co-operative Society’s agent in Bristol about the potholes at the entrance to the surgery car park in Kilgetty. No response had yet been received. Cllr Anderson asked that the matter be added to ‘Action Tracking’.

**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) –** No further update had been received. Clerk was asked to write again to PCC. Review July 2018.
* **Location of footpath between Mill Bay Homes development and Kilgetty village centre –** Residents had expressed some concern in Public Participation that members of the public were walking between Newton Heights and Bridge Stores before any footpath had been approved and installed and were trespassing on neighbouring properties. It was noted that a part of the hedge bordering the field had also been taken down to install an access point to the field from the Mill Bay Homes development. Members asked the Clerk to write to David Job at PCC for an update on their need to acquire a dormice licence before clearing any vegetation and on their plans to undertake a survey before any footpath work commenced. Review July 2018.
* **Removal of BT Kiosk in Begelly –** Review August 2018.

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

**1125**

**6. Planning.**

Cllr Lockley suggested that it would be helpful in future if one or two councillors could read through the planning applications ahead of the meeting. This could aid discussions and help answer any questions that Members had on those applications being discussed. Cllr Smith and Cllr Thomas agreed to undertake this task. Cllr Lockley brought forward the following planning applications and other planning notices. After discussion by Full Council, the following recommendations were made;

**18/0077/PA – Conversion of single storey and two storey barns into 2 dwellings at East Farm, Reynalton, Kilgetty SA68 0PH.** Members noted the change of use element of this application.After discussions, Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Thomas. Vote taken – all in favour.

Cllr Thomas left the room at this point (8.26pm).

**18/0150/PA – Sub-division of dwelling in to 3 dwellings (Nr 2 bed dwellings and Nr 4 bed dwellings) (In Retrospect) and associated parking and garden areas at Bells House, Begelly SA68 0YH.** Cllr Jones proposed that this application be recommended for approval. Seconded by Cllr Palmer. Vote taken – 10 in favour.

Cllr Thomas returned to the room at this point (8.28pm).

**18/0157/PA – Variation of condition 2 to planning permission 14/0155/PA (20 residential dwellings) amended drawings to allow attic bedrooms to plots 10 and 12 and a conservatory to plot 10 at Brookfield Villas, Begelly SA68 0YJ.** Cllr Ward proposed that this application be recommended for approval. Seconded by Cllr Thomas. Vote taken – all in favour.

**18/0187/PA – Construction of two affordable bungalows and shared access at The Cottage, Parsonage Lane, Begelly SA68 0YL.** Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Jones. Vote taken – 8 in favour, 3 abstentions.

**18/0248/PA – Proposed extension to create rooms at first floor level within raised roof at Elana, 9 Mayfield Acres, Kilgetty SA68 0UW.** Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Palmer. Vote taken – 7 in favour, 4 against.

**18/0250/PA – Proposed first floor extension to rear of existing property at Highlite Cottage, Thomas Chapel, Kilgetty SA68 0XG.** Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Ebrey. Vote taken – all in favour.

**1126**

**18/0263/PA – demolition of existing garage and utility room and erection of extensions at The Pippins, New Road, Begelly SA68 0YE**. Cllr Woodgate proposed that this application be recommended for approval. Seconded by Cllr Smith. Vote taken – all in favour.

Other planning correspondence and notices were noted. Cllr Thomas mentioned the LDP 2 process and agreed to read through other correspondence from Sara Morris at PCC.

**7. County Councillor’s Report.**

County Cllr Pugh provided the following report;

* School Governors at Stepaside School had enquired about the traffic calming measures being proposed by KBCC. The yellow transfer painted bars outside the Community Garden were all that was being discussed now by KBCC (but see item 11 below) on this matter.
* Children at Stepaside School had provided suggestions for the play area.
* Dyfed-Powys Police was now holding surgeries at the Community Centre, Kilgetty, on the second Thursday in each month between 10 am and 12 noon. 2 PCSOs would be present. BKCA was considering running a coffee morning during these surgeries and inviting the Fire Service to attend.
* The PCC Committee looking at services had decided to put out to tender the provision of wardens, to look at fly-tipping, litter and dog fouling. These wardens (up to 6) would have statutory powers to pursue enforcement and prosecution. Material gleaned from cameras that householders had installed to watch wildlife could be used as evidence. Richard Brown (PCC) was leading this work.

**8. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary (and office costs) £ 424.06

HMRC - PAYE £ 100.00

Russell Evans - (grass cutting) £ 280.00

**Total £ 804.06**

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

Cllr Lockley suggested that Full Council look at amending KBCC’s bank mandate by approving an additional cheque signatory at the next meeting. Members agreed.

**1127**

**9. To provide copies of current policies in preparation for their review by KBCC.**

Cllr Lockley asked that an additional matter be added to this agenda item – to approve KBCC’s Complaints Policy for 2018/19. Members were content. Clerk handed out copies of the existing KBCC agreed policies. After a brief discussion, Full Council agreed to review each of the KBCC policy documents at the following meetings;

Fixed Asset Register - July 2018

Social Media Policy - August 2018

Financial and Management Risk Assessment - September 2018

Financial Regulations - September 2018

Standing Orders - Chair and Clerk to review and bring back to

 Full Council.

Cllr Lockley and the Clerk gave out two copies of the draft KBCC Complaints Procedure. After a brief discussion, Cllr Adams proposed that KBCC adopt the Complaints Procedure. Seconded by Cllr Palmer. Vote taken – all in favour.

**10. To receive an update on the Casual Vacancy for Kilgetty ward.**

Cllr Lockley confirmed that PCC had not received any petitions for an election for the councillor vacancy for Kilgetty ward and therefore KBCC could fill the vacancy by Co-option. Members discussed the merits of when to commence the Co-option procedure. Cllr Thomas proposed that KBCC review the position at the September 2018 meeting. Seconded by Cllr Jones. Vote taken – all in favour.

**11.** **To consider and approve the cost of installation of yellow transfer painted bars on Carmarthen Road, Kilgetty.**

Members noted that PCC had increased the cost of the installation of yellow transfer painted bars on Carmarthen Road to £244.20p. Cllr Anderson proposed that KBCC did not take this matter forward due to the increased cost (from around £100). Seconded by Cllr Palmer. Vote taken -all in favour.

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

Clerk updated councillors on his attendance at a recent meeting hosted by the Data Protection Officer of PCC. Cllr Lockley noted that KBCC would need to register with the Information Commissioner’s Office (ICO) under the GDPR and make a payment of £40. Members agreed to begin the GDPR journey by agreeing KBCC’s Privacy Notice at the July 2018 meeting.

**13. To consider electing further trustees of Kilgetty Recreation and Pleasure Ground (aka Miner’s Field).**

Cllr Anderson wondered if there needed to be individual trustees of Miner’s

**1128**

Field and Cllr Adams asked if Kilgetty Play Area could be included under the registered charity. Members agreed to re-visit this item at the July 2018 meeting.

**14. To receive an update on the setting up of allotments in Miner’s Field.**

Cllr Woodgate reported that, due to personal reasons, the allotment committee had put their duties on hold. Cllr Woodgate suggested that further progress might also await news on the installation of any footpath across Miner’s Field. Members agreed.

**15. To consider the addition of the land at Begelly Play Area to KBCC’s grass-cutting contract.**

Cllr Thomas reported that he had spent considerable time researching the ownership of the land at Begelly Play Area and would continue this work by searching through the archives in Haverfordwest. Full Council noted correspondence from local residents with requests for the grass to be cut at the play area, following PCC’s decision to stop cutting. Cllr Thomas had sourced three quotes to cut the grass (one-off) and for continued monthly cutting. After further consideration, Cllr Lockley proposed that this work be not added to KBCC’s grass-cutting contract with Russell Evans and that PCC’s contractor be asked to undertake the one-off cut at a cost of £275 and that PCC also undertake future monthly cutting at a cost of £55. Seconded by Cllr Thomas. Vote taken – all in favour. Cllr Lockley thanked Cllr Thomas for his work on the ownership issue and agreed that he provide a further update at the July 2018 meeting.

**16. To receive an update from the KBCC Kilgetty Play Area Sub-Committee.**

Cllr Smith reported that she had accompanied Cllr Palmer to a Stepaside School assembly at which Cllr Palmer had asked children for their ideas about the proposed improvement work at Kilgetty Play Area. In addition, the school had taken some pupils to the play area to look around. Cllr Palmer said that due to her impending marriage, the Sub-Committee would not be able to take their work forward in the short term. Members agreed to defer this item until the August 2018 meeting.

County Cllr Pugh left the meeting at this point (10.05pm).

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

Cllr Lockley reported that she had attended the latest OVW Area Committee meeting and that discussions mainly centred around GDPR. The Town and Community Councils Liaison Group was due to meet next month.

**1129**

**18. To approve Councillors’ training needs for the next 6 months.**

Cllr Lockley said that both Cllr Palmer and she would hope to attend a Chairing Skills module when training had been confirmed. Cllr Lockley agreed to send out a full list of training when the new schedule had been agreed by OVW.

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

Cllr Anderson provided the following update;

* New chairs for the Community Centre had been received, as evidenced by their use at this KBCC meeting.
* Some damage had occurred to the outside of the Community Centre by a PCC vehicle. PCC had agreed to undertake repairs.
* Refurbishment work to the old Library at the Community Centre will be finished by the end of June 2018.
* Table Top Plant Sale arranged for 16 June 2018 10am – 2pm.
* Kilgetty-in-Bloom takes place again this year and applications to enter should be returned to BKCA by 4 July 2018. Judging will take place on 11 July and presentations to be made on 20 July 2018.

Cllr Adams reported that BKCA’s Charity Commission Annual Return had not been filed since 2013. He had raised this concern as KBCC did make payments to BKCA. Cllr Anderson was not aware of this issue as it was a matter for the Treasurer but confirmed that their accounts had been audited.

**20. Correspondence.**

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

* Letter from PCC about a dangerous wall in Kilgetty. PCC was investigating.
* Details of 1st Kilgetty Scouts AGM. Cllr Lockley attended.
* Thank you card from ex-Cllr Trevor Andrews.
* Letter from Simon Hart MP about the Hywel Dda consultation. Cllr Thomas mentioned that he had hand delivered 2 boxes of the consultation documents to local residents and had received around 25 responses.
* Further emails from Beverley Prince about Begelly Play Area.

Clerk was asked to write to Stepaside School to thank them for their ideas for Kilgetty Play Area.

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

None.

**1130**

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

Cllr Adams reported that horses had been removed from Miner’s Field and that he had now installed two high security locks on the hinge side of the gate. Cllr Adams retained the keys. Cllr Adams was thanked for undertaking this work.

Cllr Lockley said that residents in Reynalton had expressed concern over speeding traffic in the village. Cllr Lockley agreed to contact the local Police.

There being no further business, the meeting closed at 10.18pm.

KBCC

June 2018

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