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

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

Thursday 13 September 2018

MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Peter Adams

Cllr Christopher Ebrey

Cllr Jayne Ebrey (Vice chair)

Cllr Brenda Jones

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr Janet Ward

Cllr John Whitby

Cllr Josephine Woodgate

Ian Morris (Clerk and Responsible Finance Officer)

No Public Participation session took place.

1. **Apologies.**

Cllr David Anderson and County Cllr David Pugh.

**2. Declarations of Interest.**

None.

**3. Presentation from Victoria Bancroft and Pip Lewis, Rural Futures Initiative.**

Members received a short presentation from Victoria Bancroft and Pip Lewis on the Rural Futures Community Visioning Project in Kilgetty and Begelly. Cllr Thomas had also met with the presenters ahead of the KBCC meeting. KBCC was encouraged to engage with the project in three ways; through attendance at a Steering/Design Group meeting being held at The Begelly Arms on 2 October 2018 at 7pm; by helping to promote the initiative and through participation at the main launch event to be held in Kilgetty between 17-19 January 2019. Clerk was asked to provide Victoria Bancroft with details of the booking clerk for Kilgetty-Begelly Community Centre and to provide contact details of Gerald Rogers, a local resident, who holds a large collection of archive photographs. These would aid Pip in her work in creating a ‘Story Lab’ of things past and present in KBCC’s area.

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**4. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 9 August 2018.**

Cllr Ebrey proposed that the draft Minutes of the Full Council Meeting held on 9 August 2018 be approved as a true and correct record. Seconded by Cllr Smith. Vote taken – all in favour.

**5. Matters Arising from the Minutes of the Full Council Meeting held on 9 August 2018.**

**1140 (4)** - Clerk confirmed that One Voice Wales (OVW) had apologised for not informing Cllr Lockley of the cancelled training module ‘The Council as an Employer’. This had been cancelled due to lack of bookings. Cllr Lockley had been offered a free of charge session at a future session of this module.

**1140 (4)** – Clerk reported that Heritage Park, Stepaside, had invited councillors to an exhibition, at various times on 19 September 2018, to look at how the plans for the Park had evolved. Cllrs Ward, Christopher Ebrey, Jayne Ebrey, Whitby, Smith and Woodgate said they would hope to attend at some point that day.

**1143 (10)** – Clerk said that the Monitoring Officer had referred KBCC to NALC or OVW in respect of queries to the nationally agreed wording set out in the Standing Orders document. Full Council agreed no further action.

**1144 (14)** – Clerk confirmed he had informed the 1st Kilgetty Scout Group about developments at Miners’ Field.

**6. 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. Members agreed to review in **November 2018.**
* **Location of footpath between Mill Bay Homes development and Kilgetty village centre/Land registration of Miner’s Field –** Cllr Lockley reported that the tarmac footpath was now in place and ground work adjacent to the Scout hut had been completed. PCC had informed KBCC that ‘kissing gates’ would be installed soon but the Clerk was asked to seek photographs of their design. In addition, an old Begelly Community Council sign, at the entrance to the Scout car park, had been re-instated. Members agreed to re-visit the commissioning of an updated sign at the October 2018 meeting of KBCC. A local resident, Paul Wyatt, had asked for the installation of a privacy fence between the new footpath and his boundary.

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Cllr Lockley and Cllr Jayne Ebrey had visited the site and noted that there was a distance of more than 5 metres between Mr Wyatt’s boundary and the new footpath. Cllr Lockley and Cllr Ward had also previously visited the site and were content that G D Harries had kept to the site plan. Members agreed to await leaf drop from trees before arranging a site visit to discuss the privacy fence request but would discuss again at the October 2018 meeting of KBCC. No further update on registration of the land with HM Land Registry. Review **October 2018**.

* **Condition of A478 road in Begelly (including dip in road and mud fouling) –** To be reviewed in **October 2018** (dip in road element only).

**7. Planning.**

Cllr Lockley brought forward the following planning applications and other planning notices. After discussion by Full Council, the following recommendations were made;

**18/0438/PA – Erection of two storey extension at Drogheda, New Road, Begelly, Kilgetty SA68 0YF.** Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Ward. Vote taken – all in favour.

**18/0475/PA – Conversion of garage to annex associated with existing dwelling at 6 Parsonage Lane, Begelly, Kilgetty SA68 0YN.** Cllr Smith proposed that this application be recommended for approval. Seconded by Cllr Christopher Ebrey. Vote taken – all in favour.

**18/0482/PA – Erection of a two storey rear extension (partly in retrospect) at Myrtle House, Carmarthen Road, Kilgetty SA68 0UJ.** Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Christopher Ebrey. Vote taken – all in favour.

Other planning notices were noted.

Cllr Lockley and Cllr Thomas reported that they had recently attended a site meeting at Ryelands Caravan Park, Kilgetty, following consideration by KBCC of a Pre-planning application consultation document at the 9 August 2018 meeting. Cllr Lockley confirmed that there would be no additional caravans at the site and that existing caravans would be spread out around an adjacent field. Cllr Jones asked about the size of the proposed new building. Cllr Lockley said that a separate building would be built to house an office and an additional washroom, with water storage on the upper floor. Cllr Lockley thought this new building was justified and that earlier concerns (eg highways issues) sent by neighbouring residents to KBCC were not necessarily directly attributable to the caravan park. Cllr Jones mentioned that there had been additional motor bike traffic in the locale recently. Cllr Lockley said this was an issue that should be directed to PCC.

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**8. County Councillor’s Report.**

County Cllr Pugh was not present but provided the following brief written report;

* The footpath from Newton Heights across Miners’ Field had been completed (see above) and the kissing gates would be installed soon.
* PCC Environment Officers have now started work in the county with the remit of issuing fixed penalties for littering and dog fouling. Parking fines are still to be issued on a regular basis for illegal parking outside the Co-operative in Kilgetty and he has chased up the agreed signage.

**9. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary and office costs £ 421.33

HMRC – (PAYE) £ 100.00

Russell Evans - (grass cutting) £ 265.00

Ian Morris – Kaspersky Internet Security and Microsoft 365 £ 114.98

Christopher Ebrey – signage at Kilgetty play area - £ 36.00

**Total £ 937.31**

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

**10. To consider and approve KBCC’s Charitable Donations for 2018.**

Clerk handed out a summary sheet of donation requests received. After consideration of all the requests received, Cllr Lockley proposed that KBCC agree to donate to Marie Curie Nurses in Pembrokeshire; Paul Sartori Hospice at Home; Children’s Wales Air Ambulance and Sandy Bear Children’s Bereavement Charity. Seconded by Cllr Jayne Ebrey. Vote taken – all in favour.

Cllr Ward proposed that KBCC donate £125 to each of the above charities. Seconded by Cllr Jayne Ebrey. Vote taken – all in favour.

Members noted that they had yet to receive a donation request from St Mary’s Church, Begelly.

**11. To receive an update on the Annual Audit for FY 2017/18.**

Clerk confirmed that the Auditor General for Wales had issued KBCC an unqualified audit report for 2017/18.

The Auditor General had added that, during their review, they had noted that

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KBCC held a high level of general reserves and that it should consider taking steps to reduce the level of reserves in future years, if necessary.

Full Council thanked the Clerk for his work on the annual audit.

**12.** **To approve Councillor training needs for the next 6 months.**

All Councillors had received copies, ahead of the meeting, of the new training modules being run by OVW over the next 6 months. After discussion, it was agreed that;

Cllr Lockley and Cllr Jayne Ebrey attend the ‘Chairing Skills’ module on 4 October 2018 at a cost to KBCC of £40 each.

Cllr Lockley attend ‘The Council as an Employer’ module on 27 November 2018. No cost.

Cllr Adams and Cllr Christopher Ebrey attend the ‘Understanding the Law’ module on 28 November 2018 at a cost to KBCC of £40 each.

Clerk was asked to make the appropriate bookings. Members agreed to revisit the training schedule at the December 2018 meeting of KBCC.

**13. To receive an update from Cllr Thomas on registration of the land at Begelly Play Area.**

Cllr Thomas reported that he had spoken with HM Land Registry and they had confirmed that there was a delay of some 2-3 months in processing registration requests. He had received further anecdotal information on the gifting of the land to Begelly Community Council in the sixties. Cllr Thomas agreed to re-visit the archives in Haverfordwest and report back at the October 2018 meeting of KBCC.

Cllr Whitby left the meeting at this point (8.26pm).

**14.** **To receive an update from KBCC’s Play Area sub-committee.**

Cllr Jayne Ebrey reported that Cllr Lockley and she had met with Playdale Ltd on 3 August 2018 at Kilgetty play area. A general report and recommendations were awaited from Playdale Ltd following this site visit. No further update on an Enhancing Pembrokeshire grant application.

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

Cllr Lockley said that she would be attending the next OVW Area Committee meeting on 18 September 2018. The committee would be attempting to recruit remaining non-member Town and Community Councils to OVW. Other matters of interest in OVW correspondence included the Boundary Commission’s recent report and fracking.

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

No report provided this month.

**17. Correspondence.**

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

* Email from Cllr Christopher Ebrey confirming that he had undertaken remedial work to the main play structure at Kilgetty play area. Cllr C Ebrey was thanked for his work.
* Letter from Alan Evans, Stepaside, asking if he could be considered as a trustee of Miners’ Field. Clerk was asked to respond by confirming that the existing two named trustees would shortly be replaced by KBCC as a whole. Councillors would be representing the community in this role.
* Invite to councillors from Paul Harries, Stepaside School, to visit the school one afternoon between 4pm and 6pm. Members agreed to consider.
* Further email from Saundersfoot Community Council asking for volunteer Poppy Appeal collectors.
* E mail correspondence, dealt with by the Clerk, from Hartnell Taylor Cook LLP (Co-operative’s agent) about cutting back of the trees adjacent to the GP surgery car park. Photographs provided to the agent.
* Narberth and District Community and Sports Association AGM on 15 October 2018. No nominations to attend.
* Email from LITE Ltd about Christmas light rotation scheme. KBCC agreed to consider later in year when LITE makes contact with KBCC.
* Email and attachments from PCC about Gambling/Licensing Review. Cllr Adams agreed to read through and report back if of interest.

**18. To review and approve KBCC’s Financial and Management Risk Assessment for 2018/19.**

Councillors had previously been given copies of the Financial and Management Risk Assessment for 2018/19. Members discussed and agreed a number of updates. Cllr Lockley proposed that, once these amendments had been made, that KBCC’s Financial and Management Risk Assessment for 2018/19 be approved. Seconded by Cllr Adams. Vote taken – 9 in favour. Clerk agreed to send the revised document out to councillors by email.

**19. To review and approve KBCC’s Financial Regulations.**

Councillors had previously been given copies of the existing KBCC Financial Regulations (Wales). After a brief discussion, Cllr Adams proposed that no

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amendments be made to the existing KBCC Financial Regulations. Seconded by Cllr Christopher Ebrey. Vote taken – 9 in favour.

**20. To consider and approve KBCC’s Privacy Statement under the General Data Protection Regulation (GDPR).**

Councillors had previously been given a copy of a draft of KBCC’s GDPR Privacy Notice for consideration. After a brief discussion, Cllr Lockley proposed that KBCC’s ‘Privacy Notice – Data Protection Policy’ be approved. Seconded by Cllr Jones. Vote taken – 9 in favour.

**21. To approve a Casual Vacancy (Co-option) process for KBCC’s Kilgetty Ward.**

Members discussed the process involved and the best time to commence a Casual Vacancy (Co-option) process. After discussion, Cllr Adams proposed that the Clerk now commences a Casual Vacancy (Co-option) process and that this should include a notice placed in the *Tenby Observer*. Seconded by Cllr Christopher Ebrey. Vote taken – 9 in favour.

**22. To consider and discuss the final draft of the PCC/Town and Community Council Charter.**

Copies of the final draft were given to all councillors’ present. Cllr Lockley provided some background to the work involved (since 2015) on developing the final draft. Members agreed to discuss further at the October 2018 meeting of KBCC.

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

None.

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

Cllr Thomas remarked that pupils at Stepaside School were awaiting feedback on comments and ideas they had provided previously for Kilgetty play area. Cllr Jayne Ebrey agreed to get back to the school to arrange an update.

Cllr Lockley reported that Reynalton residents had commented on the poor state of the footpath between Reynalton and Thomas Chapel. One resident had contacted PCC about the matter and had agreed to keep Cllr Lockley ‘in the loop’.

Clerk was on annual leave between 24 and 28 September 2018.

There being no further business, the meeting closed at 9.27pm.

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