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

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

Thursday 11 July 2019

MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Jayne Ebrey (Vice-chair)

Cllr Peter Adams

Cllr David Anderson

Cllr Christopher Ebrey

Cllr Brenda Jones

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr Janet Ward

Cllr John Whitby

Cllr Paul Wyatt

Ian Morris (Clerk, Proper Officer and Responsible Finance Officer)

A Public Participation session took place between 7.01 and 7.03pm. A planning issue near to Kilvelgy Park was raised.

1. **Apologies.**

Cllr Josephine Woodgate and County Cllr David Pugh.

Cllr Lockley proposed that a bouquet of flowers be sent to Cllr Woodgate. Seconded by Cllr C Ebrey. Vote taken – all in favour. Cllr Lockley agreed to arrange.

**2. Declarations of Interest.**

None.

**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 13 June 2019.**

Cllr Smith proposed that the draft Minutes of the Full Council Meeting held on 13 June 2019 be approved as a true and correct record. Seconded by Cllr J Ebrey. Vote taken – all in favour.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 13 June 2019.**

**1222**

**1215 (4)** – Clerk reported that Stephen Benger, Pembrokeshire County Council (PCC), had asked PCC’s Environmental Maintenance Team to provide a waste bin at Miners’ Field. Mr Benger had offered to fund its provision.

**1215** **(4)** – Clerk said that County Cllr Pugh had agreed to chase up the removal of the glass centre directional sign opposite the entrance to the GP surgery car park.

**1215 (4)** –Clerk reported that the two ‘For Sale’ signs outside St Mary’s Church, Begelly, had been removed following KBCC’s request. Clerk was asked to chase up the removal of the larger developer’s ‘For Sale’ sign, too.

**1216 (6)** – Councillors noted that KBCC’s grass cutter had now trimmed the vegetation outside Shillingford Park, Kilgetty.

**1217 (7)** – Clerk reported that he had yet to receive a response to KBCC’s invitation, to the Head of Planning at PCC, to attend a future meeting.

**1220 (17)** – Cllr Thomas said that there were 5 trees located within KBCC’s area that might be eligible for a grant of £1k which could be used toward their care. However, there was considerable paperwork requiring completion and so members agreed to discuss further at the August 2019 meeting of KBCC.

**1220 (18)** – Cllr Thomas informed councillors that he had met Victoria Bancroft and County Cllr Pugh recently to discuss Rural Futures. Meetings with the Cricket Club and Football club had also taken place. Funding from Rural Futures might also be available for a Multi Use Games Amenity (MUGA), but this could be discussed at the next Rural Futures meeting on 23 July 2019. All local stakeholders were invited to attend. Cllr Adams suggested that previous plans for a community and sports hall to be built on The Common, Kilgetty, could be re-considered.

**1220 (20)** – Clerk reported that PCC, following a routine inspection, had added the resurfacing of the public footpath outside the Community Garden, Kilgetty, to its Minor Works Schedule but no timescale had been given.

**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) –** Members had previously agreed toreview in **August 2019**.

**1223**

* **Repairs to potholes and road surface dressing in Carmarthen Road, Kilgetty (near to junctions with the A477 and with Sardis Road) –** Clerk confirmed that this work had been completed. Councillors asked the Clerk to remove from Action Tracking.
* **Safety issues on Sardis Road, Kilgetty –** Members had previously agreed to review in **August** **2019.**
* **Refresh of yellow painted bar lines on A478 near to Thomas Chapel junction.** Clerk confirmed that this work had been completed. Members asked that this item be removed from Action Tracking.

 **6. Correspondence.**

Cllr Lockley reminded Members that they had the opportunity to review all

correspondence ahead of the meeting but highlighted the following items;

* Email from Anne Pugh asking that the ‘Welcome to Kilgetty’ sign outside Westwinds be refreshed. Cllr Wyatt kindly agreed to repaint/refresh the sign.
* Email from Stepaside School (also mentioned by Cllr Jones) that the school fete was due to take place on 12 July 2019 at 3pm.
* Email from Dave Loughlin, PCC, about works being carried out at Maes Elwyn John, Reynalton. PCC’s Enforcement Team were monitoring and had requested an application from the developer to regularise matters.
* Email and documents from the Local Democracy and Boundary Commission for Wales about their review of the electoral arrangements for Pembrokeshire.
* Various reports from Hywel Dda CHC.

Other correspondence was noted.

 **7. Planning.**

Cllr Lockley brought forward the following planning applications;

**19/0188/PA – Variation of condition 2 of 15/0719/PA to allow for modification of porch details at Rivendell, Reynalton, Kilgetty SA68 0PE.** Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Jones. Vote taken – all in favour.

**19/0343/PA – Proposed change of use (In Retrospect) from Farm Building to Biomass Store Building at Folly Farm, Begelly, Kilgetty SA68 0XA.** Full Council expressed concern about the length of time taken for this application to be brought forward, following completion of the work some two years ago. However, apart from this comment, Cllr Anderson proposed that this application be recommended for approval. Seconded by Cllr Thomas. Vote taken – 9 in favour, 2 abstentions.

**1224**

Other planning notices were noted.

**8. County Councillor’s Report.**

Although County Cllr Pugh was not present, the Clerk read out County Cllr Pugh’s written report;

* PCC would be undertaking resurfacing work on the A478 between the 2 roundabouts in Begelly and on the anti-skid surface on Begelly Hill sometime during the autumn.
* PCC had undertaken an initial assessment of the condition of the footpath in Begelly and would now be commissioning a topographical survey, including on the number of inspection chambers and drainage gullies. Once this survey had been received, PCC would complete the design and then commission construction work, for commencement in the autumn.
* Fly tipping in the Co-operative Car Park, Kilgetty: PCC had agreed to increase collections from the recycling bins and would be using ‘roaming’ CCTV in an effort to reduce fly-tipping at this location. PCC’s District Enforcement Team (DET) was now visiting the site and an Investigation Officer would now be employed to assist with prosecutions. Cllr Adams highlighted a recent incident at the Co-operative car park during which a local resident had been given a ticket (subsequently rescinded) by the DET for legitimately placing new clothes in the Salvation Army’s recycling bank. Clerk was asked to email County Cllr Pugh about how PCC would be monitoring the work of the DET.
* New service changes were being introduced to roadside waste collections over the next 3-4 months. PCC had already seen an improvement to recycling rates at its Recycling Centres. Residents can now register for PCC’s nappies and other absorbent hygiene products collection scheme at www.pembrokeshire.gov.uk/absorbent-hygiene-products or call 01437 764551.
* PCC would be meeting with Bridgend County Borough Council and Carmarthenshire County Council in August to look at results from their trials on use of a Vehicle Number Plate Recognition (VNPR) Camera, with a view to installation of a VNPR camera outside the Co-operative in Kilgetty. This might help reduce the continued illegal parking at this location. Dyfed-Powys Police had previously said that it would be happy to support the proposal.

County Cllr Pugh was thanked for his written report.

**9. Accounts for Payment.**

The following invoices were presented for approval and payment;

**1225**

Ian Morris – salary (no office costs) £ 400.00

HMRC – (PAYE) £ 100.00

Russell Evans – grass cutting £ 285.00

SSE – unmetered Christmas lighting £ 11.26

One Voice Wales - training costs (P. Adams) £ 40.00

Christopher Ebrey – costs of 2 signs £ 144.00

**Total £ 980.26**

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

**10. To review and approve KBCC’s Bank Reconciliation for Quarter One 2019/20.**

Clerk handed out copies of the Bank Reconciliation. After due consideration, Cllr Lockley proposed that the Bank Reconciliation for the First Quarter of FY 2019/20 be approved. Seconded by Cllr Ward. Vote taken – all in favour.

**11. To receive the Budget Monitoring Report for Quarter One 2019/20.**

Clerk handed out copies of the various documents forming the Budget Monitoring Report for Quarter One 2019/20. Members noted.

**12. To review and approve KBCC’s Assets Register.**

Cllr Lockley suggested that the Clerk might like to see if an appropriate retail outlet would offer some cash back for KBCC’s now defunct laptop. Members also commented that KBCC should look to revalue its land (including The Common and Miners’ Field) over the next 12 months or so. Cllr Thomas proposed that KBCC’s Assets Register 2019 be approved. Seconded by Cllr Jones. Vote taken – all in favour. Clerk to send an updated copy by email to councillors.

**13. To approve an amendment to KBCC’s grass cutting contract for 2019/20.**

KBCC’s grass cutter (Russell Evans) had suggested that Miners’ Field be cut twice a month during the summer months. This would help the Scout Group and others who use the lower part of Miners’ Field. Cllr Adams proposed that this suggestion be approved. Seconded by Cllr C Ebrey. Vote taken – all in favour. Cllr Lockley agreed to amend the relevant map and suggested that in future years tender documents and grass cutting maps be supplemented by photographs to show the relevant cutting areas. Cllr Lockley also mentioned that a Reynalton resident had written to KBCC to query grass cutting areas in Reynalton. Cllr Lockley agreed to meet with the resident to discuss her suggestions.

Cllr Thomas queried responsibility for the cutting of vegetation alongside

**1226**

Bridge Stores. After discussion, it was noted that Bridge Stores currently maintain this vegetation (Network Rail beyond the fence) and had previously infilled potholes in the roadway at this location.

**14.To receive an update (if any) on the installation of traffic calming measures in Ryelands Lane, Kilgetty**

No update at this time.

**15. To receive an update (if any) on registration of the land at Begelly Play Area.**

Cllr Thomas reported that he had spoken with Martin Everett at Darwin Bowie, Solicitors. As previously mentioned, Cllr Thomas said that the application that needed to be completed to progress KBCC’s application for Begelly Play Area to be registered as a village green was lengthy and it appeared that this process would no longer be the way forward for KBCC. Cllr Thomas suggested that applying for Adverse Possession would be more suitable. Cllr Thomas said he had arranged to meet with Darwin Bowie in the next few weeks to discuss this route and the cost but meantime the Clerk was asked to speak with solicitors that Manorbier Community Council had used for similar work recently and ask them to provide an alternative quote.

**16. To receive an update on updating land registration documents for Miners’ Field.**

Cllr Lockley highlighted previous documents and the background to why current plans showed an area for car parking spaces for the scouts. After discussion, Full Council agreed that this was not an issue and that documents did not need amending at the present time.

**17.** **To receive an update from KBCC’s Play Areas sub-committee.**

Cllr J Ebrey reported that the sub-committee had met the previous week. It had discussed provision of a fenced off dog walking area at Begelly Play Area but had agreed that dogs were not allowed in the play area itself. Cllr J Ebrey said the sub-committee was seeking quotes for the fencing. Further quotes were awaited for new goalposts and basketball posts at Begelly Play Area. HAGS had provided a quote of £6.5k for various equipment including swings but not assembly. If this quote was accepted, volunteers to help with assembly would be needed.

Cllr J Ebrey added that the sub-committee was trying to access the Enhancing Pembrokeshire Grant and Lottery Funding to help match fund the purchase of equipment at the play areas. Cllr Adams had been tasked with writing a business plan to support such bids for funding. Cllr Thomas and Cllr Anderson queried who was responsible for public liability at Begelly Play Area. Clerk was asked to check on this matter.

**1227**

Cllr Smith had volunteered to repaint the play equipment at Kilgetty Play Area but that quotes for safety paint were needed.

Cllr J Ebrey proposed that Full Council now approve the purchase of new equipment for Begelly Play Area at a cost, excluding assembly, of £6.5k. Seconded by Cllr Smith. Vote taken – all in favour. Cllr J Ebrey was asked to progress matters in the hope that new equipment could be installed by the summer holidays.

**18. To review and approve KBCC’s Informal Resolution Protocol.**

Members had received copies of the model Informal Resolution Protocol, provided by One Voice Wales, at its June 2019 meeting.

After a brief discussion, Cllr Lockley proposed that, apart from some minor amendments to be made by the Clerk, Full Council approve KBCC’s Informal Resolution Protocol. Seconded by Cllr Adams. Vote taken – all in favour. Clerk was asked to send a copy to all councillors by email once the minor amendments had been made.

**19. To discuss provision of additional litter bins in KBCC’s area and agree next steps.**

Cllr Adams thought that there was a ratio of litter bins per population and added that there were no litter bins in Begelly. Councillors agreed to research the number and location of litter bins in KBCC’s area and Cllr Thomas agreed to map these out. Clerk was asked to approach PCC to find out more information about the allocation of litter bins per number of population. Members agreed to discuss at the August 2019 meeting of KBCC.

**20. To receive an update on the grade 2 listing of road milestone markers in KBCC’s area.**

Cllr Thomas reported that CADW had acknowledged KBCC’s application to seek Grade 2 listing for the four remaining road milestone markers in KBCC’s area. Cllr Thomas said he had provided all relevant information and photographs and thought that there should not be any problem with the application. A decision was expected within the next two weeks.

**21. To review and approve councillor attendance at training modules (if any).**

Cllr Adams informed Members that he did not attend the ‘Understanding the Law’ training module in St David’s on 25 June 2019. No further nominations.

**22. To consider a report from Cllr Lockley on items from One Voice Wales (OVW) and to receive updates (if any) on taking forward elements of the Review of Town and Community Councils.**

**1228**

Cllr Lockley reported that she had not been able to attend the Area Committee’s AGM but Cllr Paul Davies (Merlin’s Bridge) had been elected Chair and Cllr Claire George (Tiers Cross) had been elected Vice-chair.

Speakers from PAVS had attended and discussions had also taken place about the PCC/Town and Community Council Charter (which was still retained by PCC) and the PCC/Town and Community Council (TCC) Liaison Group. PCC was looking to incorporate additional parties into this group and reduce TCC membership to 2. The Area Committee’s response was being formulated.

Cllr Lockley added that around 60 Pembrokeshire Town and Community Councils were now members of OVW.

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

Cllr Anderson confirmed that;

* 8 new tables and 20 new chairs had been purchased for use in the Community Centre, Kilgetty.
* The Friendship Group would be holding a ‘60’s Night’ on 7 September 2019.
* Kilgetty-in-Bloom presentations would be held at the Community Centre at 3pm on 19 July 2019.
* A review of the heating system in the Community Centre was on-going.

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

None.

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

Cllr Thomas said that residents had complained that site vehicles were accessing the proposed development adjacent to Stepaside School through St Mary’s Place, Kilgetty. In addition, 4 vehicles had been seen accessing the site adjacent to Kilvelgy Park even though planning permission had not yet been granted for this development. Cllr Thomas agreed to email PCC’s Enforcement Team to report this activity.

Cllr Anderson reported the return of deep potholes in the GP surgery car park and entrance. Clerk was asked to report to the Co-operative’s agent. In addition, Cllr Anderson reported the overhang of trees over the A478 in Begelly between Highgrove and Begelly Farm. Clerk was again asked to report the matter to PCC, in order for them to assess the safety of the overhang.

There being no further business, the meeting closed at 9.17pm.

**Kilgetty-Begelly Community Council July 2019**

**1229**