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

Full Council Meeting held at Kilgetty-Begelly Community Centre, Kilgetty commencing at 7.40pm.

Thursday 12 September 2019

MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr Peter Adams

Cllr David Anderson

Cllr Brenda Jones

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr John Whitby

Cllr Paul Wyatt

County Cllr David Pugh

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

A Public Participation session took place between 7.02 and 7.03pm.

Full Council received a presentation from David Popplewell, Interim Head of Planning, Pembrokeshire County Council (PCC) on various aspects of PCC’s planning system, between 7.04pm and 7.37pm.

1. **Apologies.**

Cllr Jayne Ebrey, Cllr Christopher Ebrey, Cllr Janet Ward and Cllr Josephine Woodgate.

**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 8 August 2019.**

County Cllr Pugh noted he had been left off the list of attendees. Clerk apologised and amended the draft Minutes. Once this amendment had been made, Cllr Wyatt proposed that the draft Minutes of the Full Council Meeting held on 8 August 2019 be approved as a true and correct record. Seconded by Cllr Smith. Vote taken – 7 in favour, 1 abstention.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 18 August 2019.**

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**1230 (4)** – Cllr Lockley asked councillors to send any questions they had for David Popplewell, following his presentation, to the Clerk by Tuesday, 17 September 2019.

**1231 (4) –** Cllr Thomas said that he had to provide photographs of the trees and that he should be able to update Full Council at the October 2019 meeting on any tree care grant approved.

**1236 (14) –** Cllr Anderson said that he had counted 13 PCC waste bins in Kilgetty. There was one in Reynalton. PCC’s Area Maintenance Team South was responsible for emptying these bins.

**5. County Councillor’s Report.**

County Cllr Pugh provided the following update;

* PCC was continuing to inform local residents about the new waste collections service commencing this autumn, including through attendance at local events by waste service advisers and operatives. These events included the Friendship Club on 26 September, Environmental Group on 29 September and at a special event to be held on 19 October. All meetings will be at the Community Centre, Kilgetty. Councillors reported some initial problems with the new Absorbent Hygiene Products collection service.
* The new All Wales Travel Concessionary Cards can now be applied for by users through PCC’s website. The Friendship Club, which meets at the Community Centre, Kilgetty, on Thursday mornings, can help residents apply for the new card. Existing concessionary travel cards end on 31 December 2019.
* Kilgetty and Begelly has a response rate of around 68% for the Household Enquiry Forms sent out by the PCC electoral services office.
* Royal Mail had approached Cllr Pugh about road names for the new estates in Kilgetty. Rock Park and Meadow Gardens were names that had been suggested. Members were content with Rock Park but thought Meadow Gardens had no historical reference.

County Cllr Pugh was thanked for his update.

**6. Action Tracking.**

Clerk handed out copies of the latest Action Tracking note;

* **Footpath widening in Begelly (Fir Grove area); footpath maintenance in Begelly and replacement and re-siting of Begelly Bus Shelter (currently outside Begelly Stores) –** County Cllr Pugh reported that he had received a copy of the plan for the resiting of the bus shelter. Councillors were shown a copy. No further update. Members agreed to review in **October 2019**.

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* **Safety issues on Sardis Road, Kilgetty –** Cllr Lockley reported that PCC had confirmed that work within the planted area had now been completed and that gaps would be infilled. Members agreed to remove item from

Action Tracking.

* **Installation of traffic calming measures in Ryelands Lane, Kilgetty –** Cllr Lockley reported upon an update from Ben Blake, PCC**.** Although PCC had decided not to provide any ‘Horse Riders in Road Ahead’ signage or yellow bar markings, it had agreed to provide ‘Pedestrians in Road Ahead’ warning signs and new 30 mph speed limit signs. Some maintenance work to straighten posts would also be undertaken. Work had been estimated to take 6-8 weeks to complete. Members agreed to review in **November 2019.**
* **Provision of waste bin in Miners’ Field, Kilgetty/Overgrown vegetation –** No update had been forthcoming from PCC.Cllr Wyatt agreed to check on the vegetation and report back to the Clerk. Review **October 2019.**
* **Removal of glass centre directional sign outside *Westwinds*, Kilgetty –** County Cllr Pugh confirmed that the sign had been removed. Members agreed that this item be taken off Action Tracking.
* **Removal of large ‘For Sale’ sign outside St Mary’s Church, Begelly –** Clerk confirmed he had written to PCC’s Streetcare team about removal of the sign. No reply had been received. Clerk was asked to speak to John Francis, Estate Agents, to ask them to speak with the developer to seek removal of the sign within 2 weeks. Review **October 2019.**
* **Resurfacing of public footpath outside Community Centre, Kilgetty –** Cllr Lockley reported that PCC did not have a date for this work as yet and that the engineer dealing with the matter was currently on leave. Review in **October 2019.**
* **Repair of road surface in GP surgery car park and in entrance –** Clerk said he had spoken with the Co-operative’s agent in Bristol (Hartnell Taylor Cook) and they were awaiting instructions from their client. Clerk had provided the agent with photographs of the affected areas. **Review October 2019**.
* **Overhang of trees across A478 in Begelly –** Cllr Lockley confirmed thatPCC were looking to speak with the owner of the land in which the tree(s) were located and would update KBCC in due course. Members understood the property concerned was Highbury and not Highgrove House. **Review October 2019.**

 **7. Correspondence.**

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

correspondence ahead of the meeting but highlighted the following items;

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* Email and enclosures from One Voice Wales (OVW) about the Environment Wales Act 2016 and the Section 6 duty placed upon Town and Community Councils to prepare and publish a plan setting out their proposals to comply with the duty to Maintain and Enhance Biodiversity within their current areas. Cllr Thomas suggested that the Begelly and Kilgetty Environmental Group might be interested in getting involved. Clerk was asked to email the correspondence to all councillors and add to the agenda for the October 2019 meeting of KBCC.
* Major spatial planning survey from Cardiff University and Queen’s University, Belfast seeking views of people on the planning system in Wales. Deadline was 30 September 2019. Clerk was asked to email to all councillors for consideration of individual reply.
* Draft National Development Framework for Wales from Welsh Government.
* Email from Beverley Prince about progress in Begelly Play Area. Clerk had responded.
* Email from Tom Brearton about vacancies on KBCC. Clerk had responded.

Other correspondence was noted.

Cllr Lockley referred to the large amount of correspondence being sent to KBCC, most of which was printed by the Clerk for Full Council meetings. Cllr Lockley and the Clerk agreed to meet to discuss the best ways of handling the often high amounts of correspondence received and to bring forward suggestions to the next Full Council meeting, in October 2019.

**8. Planning.**

Cllr Lockley brought forward the following planning applications;

**19/0416/PA – Installation of 2m high security fencing to school boundary at Stepaside CP School, Carmarthen Road, Kilgetty SA68 0UG.** Cllr Smith proposed that this application be recommended for approval. Seconded by Cllr Wyatt. Vote taken – all in favour.

**19/0488/PA – Variation of condition 2 of planning permission 17/0524/PA.…. to enable the development to be implemented on a phased basis at Folly Farm, Begelly SA68 0XA.** Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Whitby. Vote taken – all in favour.

**19/0503/PA** - **Create a new driveway and hardstanding at Roseland, Station Road, Kilgetty SA68 0XS.** Cllr Thomas proposed that this application be recommended for approval. Seconded by Cllr Wyatt. Vote taken – all in favour.

**19/0522/PA – External staircase at Seasons House, Carmarthen Road, Kilgetty. SA68 0UF.** Cllr Smith proposed that this application be recommend

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ed for approval. Seconded by Cllr Jones. Vote taken – all in favour.

**19/0506/PA - Installation of 75 bases for the siting of holiday lodges (which fall under the definition of a caravan), a spa facility, 4 holiday apartments, café and cycle hire, an equestrian stables, ménage and associated office, rebuilding of Plum Tree Hall for wardens accommodation, main park office, car and cycle parking, 2 residential garages, landscaping, access, retaining walls, foul and surface water drainage, related infrastructure and engineering works at Heritage Park, Pleasant Valley, Narberth, SA67 8LN.** After a brief discussion, Full Council agreed to defer discussions on this application until a separate meeting was held on 26 September 2019. Amroth CC would also be invited to this meeting which the Clerk was asked to arrange. Cllr Wyatt thought that the application met a lot of the criterion for it to be considered by PCC’s Planning Committee. Clerk to request from PCC an extension to the deadline for comments until after the next Full Council meeting, on 10 October 2019. Cllr Anderson retained the printed planning documents.

Other planning notices were noted. Emails from Cllr Wyatt were also noted for future discussion.

**9. To receive an update on Adverse Possession registration of the land at Begelly Play Area and approve appointment of Red Kite Law LLP to act on behalf of KBCC and approve initial ‘on account’ costs of £350.**

Clerk read out key elements of the letter from Red Kite Law LLP dated 16 August 2019 which set out the scope of their work and their Terms of Business. The request for an initial ‘on account’ sum of £350 was also requested. After discussion, Cllr Jones proposed that Red Kite Law LLP be retained to undertake this work in line with their Terms of Business. Seconded by Cllr Smith. Vote taken – all in favour.

Cllr Jones proposed that Cllr Lockley (Chair, KBCC) and Ian Morris (Clerk, KBCC) be the named officers in dealing with correspondence from Red Kite Law LLP. Seconded by Cllr Thomas. Vote taken – all in favour.

Cllr Adams proposed that the sum of £350 be approved for the initial ‘on account’ costs for Red Kite Law LLP. Seconded by Cllr Smith. Vote taken – all in favour.

Cllr Thomas agreed to send a location plan for Begelly Play Area to the Clerk together with an estimate of the land value.

**10. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary (and office costs) £ 405.00

Ian Morris – Kaspersky Internet Security and Microsoft 365 £ 114.98

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HMRC – (PAYE) £ 100.00

All The Seasons Gardening – grass cutting £ 295.00

Cllr Gavin Thomas – refund of travelling costs £ 3.15

Red Kite Law LLP – initial ‘on account’ costs £ 350.00

A Hilling - topping/cutting of The Common £ 276.00

One Voice Wales - councillor training costs £ 80.00

**Total £1,624.13**

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

**11. To consider and approve KBCC’s charitable donations for 2019.**

Clerk handed out a summary sheet of donation requests received up to 12 September 2019. After consideration of all the requests received, Cllr Anderson proposed that KBCC agree to donate £150 to Paul Sartori Hospice at Home; Cruse Bereavement Care; St Mary’s Church, Begelly and to Pembrokeshire Food Bank as well as £150, in principle, to 1st Kilgetty Scouts Group, subject to a written request being received. Seconded by Cllr Adams. Vote taken – all in favour.

**12. To receive an update on the Annual Audit for FY 2018/19.**

Clerk reported that he had yet to receive the completed Annual Audit return from Grant Thornton LLP.

**13. To discuss next steps on appointing KBCC’s Internal Auditor for the FY 2019/20 Annual Audit.**

Members noted the need to appoint a new Internal Auditor, following the retirement of Alan Marsh. Clerk agreed to speak with local community councils to find out names of possible replacements. Councillors were also asked to give some thought to the matter. Members agreed to discuss at the October 2019 meeting.

**14. To re-consider applying to PCC for a #2 minute street cleaning board and pickers.**

Cllr Thomas reported that there had been a delay in launching the street cleaning board managed by Lisa Mansell at the town end of Ryelands Lane. This would now be launched at the end of September 2019. Cllr Thomas suggested that KBCC monitor the success of Lisa Mansell’s board and discuss again in three months. Members agreed.

**15. To discuss the current provision and consider a request for additional litter bins in KBCC’s area.**

Clerk said that he still awaited feedback from Stephen Benger, PCC, on the

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approved ratio of litter bins to population. Clerk was asked to chase up the matter again and to email Sarah Edwards too, at PCC. Full Council’s preferred policy was that joint general waste/recycling bins be installed in its area to replace existing single use general waste bins. Councillors asked the Clerk to add this matter to ‘Action Tracking’.

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

Cllr Thomas reported that he had received a letter from Cadw which asked quite complex questions about the markers. Cllr Thomas had spoken with Cadw and sent detailed maps to them, confirming that the markers had been *in situ* for over 100 years. An acknowledgement had been received from Cadw and Cllr Thomas hoped that a final response from Cadw would be received shortly. Members agreed to discuss at the KBCC meeting in October 2019.

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

Cllr J Ebrey was not present but Cllr Lockley read out a written report on progress. Cllr J Ebrey had confirmed that equipment had been ordered from HAGS and that any invoice would be sent to the Clerk. Cllr Lockley read out the actions from the Play Areas sub-committee’s meeting on 4 July 2019 and noted most actions were for Cllrs Jayne and Christopher Ebrey. Cllr Lockley agreed to speak with Cllr J Ebrey about the format of formal recording of decisions and actions by the sub-committee. This would help with feedback to councillors and updating of the KBCC website. Cllr Lockley noted the email from Cllr Ward about requests from children for a skateboard park and for 5-a-side goalposts. The email had been sent to Cllr J Ebrey for consideration but some Members thought a skateboard park would be too expensive.

Cllr Jones and Cllr Thomas left the meeting at this point (9.55pm).

**18. To review and approve KBCC’s Financial and Management Risk Assessment for 2019/20.**

After discussion, some minor amendments to pages 4 and 7 were made. Once these amendments had been made, Cllr Lockley proposed that KBCC’s Financial and Management Risk Assessment for 2019/20 be approved. Seconded by Cllr Adams. Vote taken – 6 in favour.

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

Cllr Lockley reported that One Voice Wales had highlighted minor

amendments to paragraphs 11.1 (a) and (b) of the financial regulations

adopted by KBCC on 13 September 2018. Cllr Adams proposed that these amendments be made. Seconded by Cllr Smith. Vote taken – 6 in favour.

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**20. To review and approve KBCC’s Social Media policy for 2019/20.**

Members did not have any suggested amendments. Cllr Lockley proposed that KBCC’s Social Media policy for 2019/20 be approved without amendment. Seconded by Cllr Wyatt. Vote taken – 6 in favour.

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

Cllr Anderson confirmed there was no meeting in August 2019 and so there was no report this month.

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

None.

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

Cllr Adams asked that the provision of a lighted Christmas tree on Begelly roundabout be discussed at the October 2019 meeting. He agreed to send a written note for discussion.

Cllr Adams offered his apologies for the October 2019 meeting.

There being no further business, the meeting closed at 10.04pm.

**Kilgetty-Begelly Community Council**

**September 2019**

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