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

Full Council Meeting held at Kilgetty-Begelly Community Centre, Kilgetty commencing at 7.02pm.

Thursday 10 October 2019

MINUTES

**Present:**

Cllr Diane Lockley (Chair)

Cllr David Anderson

Cllr Brenda Jones

Cllr Sandra Smith

Cllr Gavin Thomas

Cllr John Whitby Cllr Janet Ward

Cllr Paul Wyatt

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

A Public Participation session took place between 7.00 and 7.02pm.

1. **Apologies.**

Cllr Peter Adams, Cllr Jayne Ebrey, Cllr Christopher Ebrey and Cllr Josephine Woodgate. County Cllr David Pugh was not present.

**2. Declarations of Interest.**

Cllr Brenda Jones – agenda item 9 (a) – Planning:19/0483/AD. **Personal**.

Cllr Paul Wyatt – agenda item 9 (a) – Planning: 19/0483/AD. **Personal**.

**3. To consider and approve as a true and correct record the draft Minutes of the Full Council Meeting held on 12 September 2019 and draft Minutes of the Extraordinary Meeting held on 26 September 2019.**

Members noted that at 1243 (14) the name Lisa Maunsell should be corrected to Lisa Mansell. Cllr Smith proposed that once this amendment had been made, the draft Minutes of the Full Council meeting held on 12 September 2019 be accepted as a true and correct record. Seconded by Cllr Jones. Vote taken – all in favour.

Cllr Wyatt proposed that the draft Minutes of the Extraordinary Meeting held on 26 September 2019 be accepted as a true and accurate 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 12 September 2019.** None.

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**Matters Arising from the Minutes of the Extraordinary Meeting of Full Council held on 26 September 2019.**

**1247 –** Cllr Thomas reported that he, along with some other KBCC councillors, attended the Amroth Community Council public meeting held on 7 October 2019, to discuss the proposed Heritage Park development. Car parking matters at the ‘top’ car park were raised. Cllr Thomas said that car parking had already been reduced by around a third (due to aggregate being placed in the car park) and understood that Pembrokeshire County Council (PCC) was the freehold owner of this land and that it had an agreement with Heritage Park’s owner to retain the spaces at this car park. Councillors wondered who policed this matter. Cllr Ward and Cllr Whitby said that they had experienced issues with parking at this location. Members asked the Clerk to write to PCC to seek clarification on whether it was a designated public car park, who maintained it and what the effect would/has been as a result of the reduced spaces now available.

Cllr Wyatt said he would be attending a Stepaside/Pleasant Valley residents association meeting on 11 October 2019. Cllr Wyatt also passed around a map showing past Grove Colliery workings at or near to Heritage Park.

**5. County Councillor’s Report.**

As County Cllr Pugh was not present, no report was presented.

**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 the Begelly Bus Shelter (currently outside Begelly Stores) –** PCC had confirmed thatfootpath improvement and bus stop resiting, north of Fir Grove, would commence week commencing 28 October 2019. Councillors were shown a copy of the plans. Members asked the Clerk to seek more detailed plans from PCC. Members agreed to review in **November 2019**.
* **Provision of a waste bin in Miners’ Field, Kilgetty –** Clerk reported that no update had been forthcoming from Stephen Benger, PCC. Clerk was asked to write to PCC again (copying to County Cllr Pugh) to seek progress and if necessary, to quote PCC’s Code of Practice in replying to communications. See also item below. Review **November 2019**.
* **Removal of large ‘For Sale’ sign outside St Mary’s Church, Begelly –** Clerk confirmed he had spoken with John Francis, Estate Agents and they had agreed to speak with the developer again. Sign was still *in situ*. Clerk was asked to email PCC’s planning enforcement team about the matter as

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the erection of the sign could be contravening planning law. Review **November 2019.**

* **Resurfacing of public footpath outside Community Centre, Kilgetty –** Cllr Lockley reported that there was no update. Review **November 2019.**
* **Repair of road surface in GP surgery car park and in entrance –** The Co-operative’s agent in Bristol (Hartnell Taylor Cook) had confirmed that work was to proceed but that a date was awaited from their contractor. Some potholes in the car park had, however, been repaired. **Review November 2019**.
* **Overhang of trees across A478 in Begelly –** No update. **Review November 2019.**
* **Provision of additional waste and recycling bins in KBCC’s area.** No update despite chases of PCC by the Clerk.Clerk was asked to write to PCC again (copying to County Cllr Pugh) to seek progress and if necessary, to quote PCC’s Code of Practice in replying to communications. Review **November** 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;

* Invite from Three Amigos to Christmas Toy Run launch on 12 October 2019 at Monkton Swifts.
* Welsh Government survey on Community Asset Transfers.
* Emails from Cllr Wyatt about an abandoned car in the Miners’ Field car park. Local PCSOs involved, who are trying to get PCC to remove it.
* Email from Cllr Thomas about response from Cadw on the milestone markers in KBCC’s area. Cllr Thomas reported that Cadw may take up to 17 weeks to reach a decision on their listing.
* Pembrokeshire Scouts invitation to attend a presentation on 23 November 2019 in Haverfordwest. Cllr Lockley attending.
* CAB 80th birthday and Project 40 launch on 22 November 2019 in Pembroke Dock. No councillor nominations to attend.

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.

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**8. To discuss and agree new ways of handling correspondence.**

Cllr Lockley outlined the different forms of correspondence that is received by the Clerk, including advertising. After discussion, it was agreed by Full Council that the Clerk send out to Members by email the following forms of electronic correspondence (but not for discussion until Full Council meetings);

**Advertisements** – not sent out unless for play area related activities (to Cllr J Ebrey only)

**Planning** notifications from PCC and PCNPA – send to all Members although Clerk to provide a hard copy of planning applications for Full Council meetings

**Training** opportunities – if ‘local’, send to all Members after an initial review by Cllr Lockley

**Consultations** – send to all Members

**General emails from local residents** – send to all Members but discussions to take place at Full Council meetings only.

Members agreed that this way of handling correspondence would be for an initial trial period of three months. KBCC would review the process at its February 2020 meeting.

**9. Planning.**

Cllr Lockley brought forward the following planning applications;

**19/0483/AD – Advertisement - Land west of Stepaside School, Carmarthen Road, Kilgetty SA68 0UG.** Councillors noted that no properties had yet been built and expressed concern that the large size of the advertisementboardcould cause a distraction to motorists when driving alongside the school, particularly when students were present. Cllr Thomas proposed that this application be recommended for Refusal. Seconded by Cllr Smith. Vote taken – all in favour.

**19/0578/PA – Proposed communal kitchen and store with 10 no. en-suite chalets at Loveston Mill, Loveston, Kilgetty SA68 0NL.** Councillors noted that the proposed development was based in a high risk coal mining area and in an area prone to flooding. There appeared to be only one access to the camping area and no dedicated exit for those with disabilities, should there be flooding. Access might also be a concern for the emergency services. The application also appeared to show a discrepancy on the description of the proposed chalets which were also described as camping pods. Cllr Smith proposed that this application be recommended for refusal. Seconded by Cllr Thomas. Vote taken – 7 in favour, 1 abstention.

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**19/0621/PA – Replacement of temporary residential caravan (approved under 17/1248/PA) with a permanent rural enterprise worker’s dwelling (as an extension to the existing textile workshop/studio building) – Resubmission, at Ash Farm, Ivy Chimney Lane, Stepaside. SA67 8JU.** Cllr Lockley proposed that this application be recommended for approval. Seconded by Cllr Jones. Vote taken – all in favour.

Other planning notices were noted.

**To consider and approve the election of a KBCC Planning Sub-committee**. Members noted this suggestion from Cllr Wyatt and added that any sub-committee could also discuss Environmental and Biodiversity issues, too. Cllr Anderson said he was not in favour of a stand alone Planning Sub-committee. After further discussion, Full Council agreed to discuss again at the November 2019 meeting of KBCC when absent Members would be present.

**10. Accounts for Payment.**

The following invoices were presented for approval and payment;

Ian Morris – salary (no office costs) £ 400.00

HMRC – (PAYE) £ 100.00

All The Seasons Gardening – grass cutting £ 265.00

Paul Sartori Hospice at Home Service – donation £ 150.00

Cruse Bereavement Care – donation £ 150.00

St Mary’s Church, Begelly – donation £ 150.00

Pembrokeshire Foodbank – donation £ 150.00

**Total £1,365.00**

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 the Bank Reconciliation for the Second Quarter of FY 2019/20 and note the Budget Monitoring Report and Income Report for the Second Quarter of FY 2019/20.**

Clerk handed out copies of the Bank Reconciliation. After due consideration, Cllr Lockley proposed that the Bank Reconciliation for the Second Quarter of FY 2019/20 be approved. Seconded by Cllr Ward. Vote taken – all in favour. Clerk also handed out copies of the Budget Monitoring Report and Income Report for the Second Quarter of FY 2019/20. Members noted.

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

Clerk reported that he had now received the completed Annual Audit return from Grant Thornton LLP and the Auditor General for Wales.

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Clerk reported that the Auditor General for Wales had issued KBCC with a qualified audit report. Clerk read out the report which had highlighted that KBCC needed to ensure its grass cutting contracts were subject to the correct procurement process rather than extending an existing contract. An additional comment, which was not subject to the audit opinion by the Auditor General, was that the Internal Auditor should ensure the correct box has been answered in respect of Trust Funds and KBCC’s role as sole trustee for its charitable trust.

Clerk also confirmed that he had displayed the Notice of Conclusion of Audit in the community noticeboards and on the website.

Cllr Lockley understood that Grant Thornton UK LLP would not be undertaking KBCC’s external audit for much longer.

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

Clerk reported that some local community councils had responded to his email seeking possible applicants for the role of Internal Auditor for KBCC. Responses were read out. No clear replacement for Alan Marsh was apparent but Members agreed to give some further thought before the next KBCC meeting. Clerk was asked to approach Caroline Wheeler at Bevan Buckland to see what her charges would be for undertaking the Internal Audit at cost.

**14. To receive an update (if any) on Adverse Possession of Begelly Playing Field.**

Clerk read out the latest update from Red Kite Law LLP which had asked KBCC some questions about the history of the field; grass cutting tenders of the field; physical boundaries and other matters. Councillors provided the Clerk with some answers. Clerk was asked to copy the email from Red Kite Law LLP to Cllr Thomas, in order that he could consider further. Cllr Thomas agreed to get back to the Clerk with further information, in order that he could respond to Red Kite Law LLP.

**15. To discuss and approve the installation of Christmas lighting on Begelly roundabout during the festive holidays 2019/20.**

Cllr Adams’ s email proposal, requesting Christmas lighting on Begelly roundabout, was read out by Cllr Lockley. Councillors expressed one or two issues of concern about the brightness of any lights and of the height of any lights. However, after further discussion, Full Council agreed, in principle, to the suggestion put forward by Cllr Adams. Clerk was asked to write to Cllr Adams to ask him to source a quote for the installation of a socket and purchase of lighting and bring these forward to KBCC’s November 2019 meeting. Clerk could then add this work to KBCC’s licence application to PCC.

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

See update in ‘Correspondence’, item 7, above.

**17. To discuss the preparation of an Environmental and Biodiversity Plan for KBCC’s area.**

Clerk had copied the relevant correspondence to Members ahead of the meeting. Cllr Thomas reported that he had raised preparation of a plan with the Rural Futures Environmental Group. Members agreed that Cllr Thomas take this work forward with the Environmental Group (along with Cllr Wyatt) and report back at KBCC’s December 2019 meeting.

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

Cllr J Ebrey was not present and no update had been provided although councillors noted that play equipment was due to be delivered to Begelly Play Area on 7 November 2019.

**19. To consider a report from Cllr Lockley on the latest One Voice Wales (OVW) Area Committee meeting and other items from OVW.**

Cllr Lockley reported back on the Area Committee meeting held on 8 October 2019. The meeting had received two presentations; one on delivering a healthier Pembrokeshire and the other on recommendations from the Independent Review Panel’s (IRP) review of Town and Community Councils (TCCs). Of the IRP’s 47 suggestions, 3 recommendations were being taken forward and discussed. These were; (a) Mandatory Annual Report; (b) Powers of Competence and (c) Mandatory Training – probably ‘Code of Conduct’, ‘The Council’ and ‘Local Council Finance’.

Cllr Lockley also reported that OVW membership currently stood at 68 out of 76 TCCs in Pembrokeshire and at 84% of all TCCs in Wales. The proposed new hospital (near St Clears) and major trauma centres at Glangwili, Morriston and Cardiff were also discussed. The Wales Air Ambulance was to become operational 24 hours a day. The next meeting was scheduled for February 2020.

At this point (9.45pm), Cllr Ward and Cllr Jones left the meeting.

**20. To consider training opportunities for councillors (if any).**

Cllr Wyatt asked to attend the Well Being of Future Generations training in Carmarthen on 14 October 2019. Members agreed.

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

Due to time constraints, Cllr Anderson did not provide a report although Cllr

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Thomas wished to thank BKCA for their help and the provision of the venue during the recent litter pick event.

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

None.

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

Cllr Anderson expressed some concern over the new waste collection service, especially for those living in flats. It was thought that collections from flats would continue to use orange bags. An event to be held in Kilgetty shortly by PCC’s Waste Collection Service may provide further guidance.

Cllr Thomas expressed a need for KBCC to ensure it was kept informed about developments at Heritage Park and that it noted all responses from residents on the proposal.

There being no further business, the meeting closed at 9.53pm.

**Kilgetty-Begelly Community Council**

**October 2019**

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