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

Full Council Meeting held at Kilgetty, Begelly Community Centre, Kilgetty at 7.30pm.

Thursday 9 October 2014

DRAFT MINUTES

**Present:**

Cllr Trevor Andrews (Chair)

Cllr Diane Lockley

Cllr David Anderson

Cllr Kimberley Barnes

Cllr Terence Gardner

Cllr Janet Ward

Ian Morris (Clerk and Responsible Finance Officer)

County Councillor David Pugh was also present.

Cllr Andrews welcomed Cllr Barnes to KBCC, as a new co-opted Member for the Kilgetty ward.

**1. Apologies**

Cllr Brian Molyneux

Cllr Ann Pendleton

**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 11 September 2014.**

Cllr Anderson proposed that the draft minutes of the Full Council Meeting held on 11 September 2014 be accepted as a true and accurate record, seconded by Cllr Gardner. Vote taken – 3 in favour, 3 abstentions.

**4. Matters Arising from the Minutes of the Full Council Meeting held on 11 September 2014.**

**Planning documents:** County Cllr Pugh understood that PCC were now only making planning documents available through their website rather than providing hard copies. Cllr Lockley said that this would be quite expensive for Community Councils. County Cllr Pugh agreed to check on the procedure.

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**5. Action Tracking**

The Clerk handed out a copy of the latest action tracking note and a copy is attached to these official minutes of the meeting.

* **Reduction in speed limit to 30 mph from Folly Farm –** Cllr Pugh said that this work had been put on the ‘back-burner’ due to a number of issues, including Dyfed-Powys Police not being totally supportive due to resource implications. Review December 2014. If no further news was forthcoming at that point, Cllr Anderson proposed that KBCC write to the Police Commissioner and to Ian Westley, PCC, to try and pursue the issue. Seconded by Cllr Lockley. Vote taken – all in favour.

* **Footpath widening between Stone Pitt and Begelly Stores and footpath maintenance –** Cllr Pugh said that funding was the main issue now and not any legal problem. Review January 2015.
* **Remedial work to KBCC’s office building –** Cllr Pugh provided contact details of Kevin Gale, who was willing to quote for the remedial work on the unit. See item 14 below. Review November 2014.
* **Hartnell Taylor Cook LLP: Co-operative leased buildings –** County Cllr Pugh reported that the Fire Service had been out to inspect the Community Centre on 5 September 2014 and that he had received a follow-up letter. A number of observations had been made and the BKCA had agreed to implement all the recommendations made. These included installation of self closing doors into bungalow/library and kitchen (smoke stopping capabilities); additional reflective fire exit signs; fire extinguisher inspection; removal of non fire retardant curtains and production of a risk assessment register. Review November 2014.
* **Potholes in GP surgery car park –** Clerk had written to the Co-operative’s head office to highlight state of road surface and seek repairs. No reply received as yet. Cllr Pugh had also asked PCC again to see if they may infill the pot holes as a goodwill gesture. Review November 2014.
* **Remedial work to the Rope Walk, Kilgetty Play Area –** Clerk had left a further message with Tawny Wood but no response forthcoming. Cllr Pugh agreed to seek advice from Chris Ebsworth, Folly Farm. Cllr Pugh agreed to speak with PCC about the annual play area inspection to see if one could be scheduled. Cllr Lockley mentioned that a councillor at St Dogmaels CC may be a useful source of information on play areas. Review November 2014.
* **Trimming of vegetation along pathway in Oakfield Drive, Kilgetty –** Cllr Pugh agreed to chase up PCC as this work had still not been undertaken by their ‘Beat Gang’. Review November 2014.

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* **Repair to pathway and stream banks between Hackett Farm and Reynalton –** Cllr Lockley had visited part of the location and reported that the footpath was not in too bad a condition. Review November 2014.
* **Lamp timer (outside Montrose Cottage) –** Cllr Pugh reported that PCC could not install a timer. Paul Brockway and Mike Wainwright were recommended as options to do this work. Clerk was asked to consider quotes from Commercial Christmas (CC) and Mike Wainwright and to seek details of dates for the erection of Kilgetty’s Christmas lights by CC. Cllr Lockley proposed that the Clerk be given authority to get this work done up to a limit of £250. Seconded by Cllr Gardner. Vote taken – all in favour. Review November 2014.

**6. Planning**

No planning applications had been received for consideration. Two planning permission notices were noted by Members.

**7. County Councillor’s Report**

County Cllr Pugh provided the following update to supplement those issues already covered under item 5;

* Welsh Water’s improvement work to the sewer system in New Road, Begelly, was continuing.
* The appeal submitted by Environmental Waste Solutions, following PCC’s refusal for the materials recycling facility in Begelly, had been rejected. This was due to safety issues, harmful to the visual amenity and was not part of the LDP.
* Two horses had recently been tethered in the Community Garden. Local Police had been informed but could not act as this was private (KBCC) land. Councillors agreed that the Community Garden gate would be locked in future although walkers could still get access the garden through the kissing gate further down Carmarthen Road. Cllr Pugh agreed to laminate a sign warning visitors that the gate would be locked from 18 October 2014.
* Cllr Pugh had asked PCC’s maintenance team to ensure that the drains underneath the railway bridge in Kilgetty were kept clear and unblocked to avoid future flooding at this location.
* PCC were holding consultation events for the public and for Town and Community Councils during October 2014 to discuss the proposed PCC budget cuts of £11m for FY 2015-16. Cllr Pugh understood that Ceredigion CC did want to merge with PCC and/or Carmarthenshire CC. PCC remained open to ideas but job cuts were inevitable.

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**8. Accounts for payment**

Clerk brought forward the following accounts for payment;

Ian Morris – salary and office expenses £ 376.73

HMRC (PAYE) £ 76.00

BDO LLP – Annual Audit fees £ 246.00

Karl Butler (T/A *Dig It Garden Services*) £ 410.00

John Keeler – painting of KBCC office unit £ 149.74

**Total £1,258.47**

Cllr Anderson proposed that these payments be made, seconded by Cllr Lockley. Vote taken – all in favour.

**9. Bank Reconciliation for the Second Quarter 2014/15.**

Clerk brought forward a copy of the Bank Reconciliation for the Second Quarter of 2014/15. This showed a balance of £38,831.57 as at 29 September 2014. The Bank Reconciliation was noted by Full Council.

**10. To consider an update on the Annual Audit Return for 2013/14.**

Clerk reported that BDO LLP had now completed their Annual Audit and had no observations to make. Clerk had displayed the appropriate ‘Notice of Conclusion of Audit’ notices in the community notice boards and asked that KBCC now approve and accept the Annual Audit Return for 2013/14. Cllr Andrews proposed approval and acceptance of the Annual Audit Return for 2013/14, seconded by Cllr Anderson. Vote taken – all in favour. Clerk was thanked for his work on the audit.

**11.** **To consider and approve requests received for charitable Donations.**

Cllr Andrews brought forward the requests for charitable donations that had been received by KBCC. Councillors agreed that only local organisations would be supported. After a lengthy discussion on the merits of the requests received, KBCC agreed to support the following charities;

a) Pembrokeshire Citizen’s Advice Bureau and b) Cruse Bereavement Care.

Members agreed that any KBCC support (possibly through Section 137 grants) for other bodies, such as the local scouts and Men’s Shed in Kilgetty, would be discussed as agenda items at future meetings.

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Cllr Ward proposed that £100 be donated to Pembrokeshire Citizen’s Advice

Bureau and Cruse Bereavement Care and that £300 be held in abeyance, awaiting their approach for support, for the Harriet Davis Trust. Seconded by Cllr Lockley. Vote taken – all in favour.

**12. To consider an update on the One Voice Wales (OVW) Area Committee meeting held on 24 September 2014 and on the recent OVW Town and Community Councils’ Liaison Group (TCCLG) meeting.**

Cllr Lockley reported that she had attended both meetings. Following the Area Committee meeting, Cllr Lockley agreed to make contact with a fellow member from St Dogmaels CC, who had expertise in play area inspections. In addition, another Area Committee member, Cllr Ray Hine, from Manorbier Community Council, had asked that any issues or queries in respect of Hywel Dda Health Board or wider health issues, be sent to him to raise at the OVW Hywel Dda Liaison Group, of which he was also a member. Cllr Lockley also reported that PLANED had received funding of £3.5m but was unsure of the focus of this funding. It was considered that this was mainly to fund their running costs.

Cllr Lockley reported that the TCCLG meeting had focussed on the PCC budget cuts. The group had heard that Education and Adult Services funding might be protected for the time being. The Schools Improvement Plan was not affected by budget cuts as funding for this work was already in place. Cllr Lockley highlighted the budget consultation events taking place on 14 and 23 October 2014, as previously mentioned by Cllr Pugh.

 **13. To consider an update on the ‘Men’s Shed’ initiative in Kilgetty.**

Cllr Ward said that the group’s committee, constitution and bank account had been set up although they only had two members. They were now looking for accommodation in Kilgetty. Cllr Ward wondered if KBCC’s office unit could be offered if KBCC papers were moved into storage. The initiative’s next meeting was set for 3 December 2014. Cllr Ward hoped to attend.

County Cllr Pugh left the meeting at this point (9.45pm).

**14. To receive an update on support for remedial action on the KBCC Office Unit**.

Cllr Andrews and the Clerk reported that the outside of the office unit had now been painted and the doors and community notice board had been varnished. John Keeler had completed the painting but he had also helpfully suggested that possibly some marine ply wood panels be erected across the two bottom windows of the office unit rather than getting window replacements. The two top windows frames need only be rubbed down and painted. John Keeler had offered to undertake this work. Cllr Gardner proposed that John Keeler be asked to undertake this work and that he work closely with Cllr Andrews to get

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the job done, up to a cost of £500, installing plastic panels, if appropriate. Seconded by Cllr Barnes. Vote taken – all in favour.

Cllr Ward left the meeting at this point (10.00pm).

**15. To consider news items for the KBCC website.**

Clerk confirmed that a photograph of the recent Teddy Bears Parachute Drop, sent to KBCC by Margaret Moffat, had been placed on the website. No other news items were suggested by Members at this point. Website address is: [www.pembstcc.co.uk](http://www.pembstcc.co.uk)

**16. Community Centre Report.**

No report provided but see item 5.

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

Cllr Anderson reported the following;

* The volunteer-run Library in Kilgetty is still not being well used by local residents and is likely to close in December 2014.
* The leaking roof at the Community Centre in Kilgetty has now been repaired. In addition, the gentlemen’s toilets in the Centre have also been painted.
* A Christmas Bazaar is to be held at the Community Centre on Saturday, 6 December 2014.

**18. Correspondence**

Cllr Andrews brought forward the main items of correspondence;

* PCC letter regarding consultation events on budget cuts and future services.
* PCC email about their consultation on Draft Priorities for Improvement in 2015/16.
* Letter from Welsh Language Commissioner about his consultation on Welsh Language Enforcement Policy.
* PCC request for feedback on Ironman 2014.
* PCC letter about a Review of Polling Districts and Polling Places/Stations.
* Email from Meryl Rowen about tethering of horses in the Community Garden and on road verges near to Begelly roundabout. Clerk was asked to reply based on the information provided earlier in the meeting by Cllr Pugh and on the action agreed by KBCC in respect of the Community Garden.

All other correspondence was brought forward by Cllr Andrews and noted by councillors.

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**19. Emergency items and other outstanding matters.**

Cllr Lockley mentioned that, following some tree felling, there was a potentially dangerous bend on Sardis Road, Sardis (between Windy Hill/Back Lane) which did not have any warning signs apart from one or two traffic cones placed near to the edge of a steep drop. Previously, the trees had made the bend more obvious to drivers, particularly for those coming from the Wiseman’s Bridge direction at dusk and at night. Clerk was asked to write to PCC to draw their attention to this unsigned bend in the road, alongside a steep drop.

**20. Any Other Business**

Cllr Barnes mentioned poor street lighting in Mayfield Acres, Kilgetty. Cllr Barnes was advised to contact Mel Stephens, PCC.

Clerk provided an updated KBCC contact list and asked for amendments to be sent to him or communicated at the next Full Council meeting.

 There being no further business, the meeting closed at 10.17pm.

Kilgetty, Begelly Community Council

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