

## **BURTON COMMUNITY COUNCIL**

### **Minutes of the monthly meeting held online on Wednesday 7<sup>th</sup> April 2021, 6pm.**

**Present:** Cllrs Robin Howells, John Mathias, Bob Guy, Alun Williams (Chairman), Vicky White, Scott Sinclair; Peter Horton (Clerk).

**Apologies:** C’llr Nia Phillips, Laurence Price, Derek Jones, Paddy McNamara.

#### **Declarations of known interests**

None.

#### **Approval of minutes of the March 2021 monthly meeting**

Under the discussion about work at Burton Ferry picnic area, the minutes were amended to refer solely to the corrected text.

With that amendment, the minutes were approved as written (proposer C’llr Vicky White, seconder C’llr Robin Howells).

#### **Matters Arising**

**Footpath at Hill Mountain.** A response had been received from P.C.C. following the message sent through after the March meeting. Members were unconvinced by the response provided. It was felt that the problem would probably only significantly worsen during the winter months, as had been the normal pattern in recent years. It was noted that Mr. Emrys Llewellyn had suggested that the only real way to solve the problem would be to kerb the affected section of road. This appeared to have been contradicted by Mr. Darren Thomas’ most recent message. C’llr Bob Guy commented on the undertaking in the P.C.C. message to ‘maintain’ the verge in such a way as to reduce the problem. He was interested to know how that was going to be accomplished. Members decided to monitor the situation, and keep it under review as necessary. Clerk to acknowledge the message from Darren Thomas, to say we would like to request action before next winter to reduce the mud collecting on the footpath, and to request more regular checks on the road drainage system in the area in the meantime.

**Potholes.** Members noted that the pothole opposite Shioya had not been repaired. Clerk to chase this up. It was understood that the ones in Rhooseferry Lane had been done. It was understood that the ones in Sardis were scheduled to be subject to carriageway repair once they had progressed to Category 3. The potholes by the junction of Church Lane in Burton had not been done. Clerk to seek update on this one too.

**Sardis planning enforcement issue.** Clerk to chase up, as nothing further had been heard to date.

**Information board, Houghton Green.** C’llr Paddy McNamara had advised that the new information board was expected to be in situ by the time of the May meeting. Work could then proceed on preparing and installing the memorial plaques.

**Dog fouling.** C’llr Vicky White had discussed the matter with P.C.C. They had advised that a tender was currently out for a contractor to carry out enforcement in connection with dog-fouling breaches. The Clerk confirmed that he had obtained a similar response in connection with his enquiry about enforcement in connection with breaches of the regulations prohibiting smoking in certain public spaces. Clerk to get clarification on who would have responsibility for placing signage in connection with the expanded smoking bans before the May monthly meeting.

## Plans

### **Applications**

**20-0984-PA** - Erection of log store; Site Address: The Bungalow, Oxland Lane, Burton, Milford Haven, Pembrokeshire, SA73 1LG – No comments.

### **Consents issued (for information)**

**20-0068-PA** - Variation of plans for plot 3 of planning permission 13/0726/PA and Non Material Amendment 19/1347/NM; Site Address: The Hays, BURTON, Milford Haven, Pembrokeshire, SA73 1NX

**20-0920-PA** - Conversion of existing barn into 1 bedroom family annex and / or a holiday unit; Site Address: Outbuilding Adjacent to, 33, Pembroke Road, Sardis, Milford Haven, SA73 1LY

**20-0965-PA** - Variation condition 2 of planning permission 08/0687/PA and supplemental reserved matters consent 11/0430/PA to allow for amendments to approved plans for Plot 2; Site Address: Plot 2, Houghton Nursery, Houghton, SA73 1NW

### **Refusals issued (for information)**

**20-0783-PA** - Outline planning application for a detached dwelling (all matters reserved for future consideration); Site Address: Plot 10, Hawn Lake, Burton, Milford Haven, SA73 1LW

## Correspondence

1) P.C.C. – Playground Inspection report – C’lrs Paddy McNamara, Nia Phillips and Alun Williams had visited the playpark, and examined the work needed. Specific items considered were as follows :

**Matting / equipment.** C’lr Laurence Price had spent a few hours cleaning the matting and equipment of slime and algae, which was appreciated by Members. Regarding the gaps between the matting tiles, it was noted that these were at the most around ¾ inch wide, and not thought to be any significant danger.

**Trees.** Regarding the trees alongside the playpark on the Southern boundary, these were effectively in no-man’s land, as advised by the P.C.C. Common Land Officer. However, the trees were affecting the play equipment, due to overhanging. There were also issues with Ash Dieback on other trees there. C’lr Paddy McNamara had obtained a quotation from a tree surgeon to remove the five Leylandii trees from the strip of £900. C’lr Laurence Price had offered to remove the affected Ash trees himself at no cost to the Community Council. Members were happy to accept C’lr Laurence Price’s offer in respect of the trees in the unowned strip of land alongside the playpark (for which the Community Council has no direct responsibility), but not in connection with the tree within the playpark, or those on the land owned by the Community Council to the South of the playpark. Regarding the removal of the Leylandii trees, C’lr Bob Guy raised the issue of the ongoing nesting season. It was understood that tree removal could be carried out where necessary during the nesting season, provided it was done methodically, and that work stopped if nests were found. Members were in agreement to accept the offer of removal of the trees at £900, subject to the nesting issue being satisfactorily addressed in a method statement (proposer C’lr Robin Howells, seconder C’lr Scott Sinclair). C’lr Alun Williams to speak to C’lr Paddy McNamara, and ask him to arrange for a written quotation to be sent to the Clerk from the tree surgeon. Quotation to include a method statement regarding how any issue of nesting birds would be dealt with.

**Fencing.** Regarding the playpark fencing, C’lr Paddy McNamara had offered to donate posts and a new gatepost, and get them installed as needed free of charge to the Community Council. He had expressed a willingness to arrange the work. Members were appreciative of the offer, and willing for C’lr McNamara to proceed with the work. C’lr Alun Williams to communicate that to C’lr McNamara.

**Seesaw.** Members were informed that C’Ilr Paddy McNamara had obtained a quotation for repairing the wet-pour tarmac around the seesaw, at £345. No decision was made on whether or not to accept this quotation. He was also trying to source the bolts needed for the pivot. On a general note, C’Ilr Bob Guy commented on the number of items flagged up in the inspection report that were described as having been ‘previously identified’. He wondered if this was a cause for concern. It was commented by C’Ilr Alun Williams that many of the items concerned were categorised as low risk. Also, in respect of the algae problems, these recurred annually, due to the presence of the overhanging trees.

- 2) P.C.C. - Response re. potholes – dealt with in ‘Matters Arising’ above.
- 3) P.C.C. – Response re. site meeting at land behind Hill Crescent – dealt with in agenda item below.
- 4) Wendy Gallagher – concerns over rubbish left underneath Cleddau Bridge – dealt with in agenda item below.
- 5) One Voice Wales - Membership renewal forms – Members resolved to renew membership for 2021/22 (proposer C’Ilr Vicky White, seconder C’Ilr Bob Guy).
- 6) One Voice Wales – Proposed seminar on 13<sup>th</sup> May – Clerk to attend, with £45 cost anticipated to be shared equally between Burton, Johnston and Rosemarket Community Councils (proposer C’Ilr John Mathias, seconder C’Ilr Scott Sinclair).
- 7) M.H.P.A. – consultation on 2021-2026 Recreation Management Plan – noted.
- 8) Zurich – Insurance renewal proposal – Clerk to seek alternative quotations prior to the May meeting.
- 9) W.G. – Consultation on compulsory purchase protocol – noted.
- 10) One Voice Wales – Consultation on proposed regulations to govern trading powers in connection with General Power of Competence – noted.
- 11) P.C.C. – Response to message about footpath between Hill Mountain and Sardis – dealt with in ‘Matters Arising’ above.
- 12) Wales Audit Office – Notification of alterations to audit arrangements for this year – noted.
- 13) Jim Dunckley, P.C.C. Common Land Officer – Response to query about status of land alongside playpark – dealt with in Correspondence item 1 above.
- 14) P.C.C. – Crime and disorder survey – noted.
- 15) Mid and West Wales Fire and Rescue Authority – Notification of publication of 5 year corporate plan – noted.
- 16) Calor – Notification of deadlines for grant application submissions – noted.
- 17) P.C.N.P.A. – Notification of change of description for planning application ref. NP/20/0423/FUL – noted.

## **Accounts**

### **End of year accounting statement**

It was noted that an end of year accounting statement had been circulated to all Members.

### **Payments**

St. Davids Diocesan Board of Finance (lease for Houghton Playing Field)	: £ 200-00
P.C.C. (footpath work)	: £2125-00
O.V.W. (2021/22 Membership )	: £ 199-00

The above payments were approved by Members (proposer C’Ilr John Mathias, seconder C’Ilr Robin Howells).

### **Discussion of actions needed to address requirements of Local Government and Elections (Wales) Act 2021**

It was agreed that draft minutes would be circulated for informal approval and subsequent publication in draft form on the Community webpage, to meet the relevant requirements of the Act (proposer C’lfr Bob Guy, seconder C’lfr Vicky White).

Regarding public access to the meetings, it was accepted that this would need to be facilitated from May 1<sup>st</sup> onwards. Clerk to make the necessary arrangements. It was agreed that login details for the meetings would be advertised as being available from the Clerk. This to be kept under review.

### **Discussion of actions needed to address Ash Dieback on Community-owned land**

Matter to be deferred until the next monthly meeting. C’lfr Bob Guy highlighted the importance of discussing replacement of any trees removed, as well as any arrangements for felling. Clerk to contact the P.C.C. Tree Officer in advance of the May meeting, to seek advice on assessing the trees on Community Council-controlled land.

### **Consideration of financial and asset risk assessments**

Updated Financial and Asset risk assessments had been prepared by the Clerk, and circulated round to all members.

Clerk to ask his son James, for a quotation to clean the Houghton speed-activated sign. C’lfr John Mathias to seek an alternative quotation from his regular window-cleaner.

Agenda item to be tabled for May to discuss any actions needed pursuant to the updated risk assessments.

C’lfr Scott Sinclair raised the issue of details of arrangements should the Clerk be absent. Clerk to prepare a document to outline the current arrangements and circulate this for discussion at the May meeting.

C’lfr Scott Sinclair raised the matter of an annual review for the Clerk, which had not been done. C’lfr Alun Williams undertook to discuss this with C’lfr Paddy McNamara and the Clerk.

### **Discussion of proposed works at Burton Ferry Picnic Area, including work needed to renovate / replace information board**

C’lfr Scott Sinclair mentioned that he had discussed the matter with the Common Land Officer, Jim Dunckley. The land was categorised as Section 9 common land. Accordingly, Mr. Dunckley had undertaken to look into the possibility of some contribution from P.C.C. towards necessary work at the site. C’lfr Sinclair had also contacted Planed for advice. However, they had said they could not help, but they did offer advice on a number of possibilities to follow up. C’lfr Scott Sinclair had also looked at the Enhancing Pembrokeshire grant scheme information, which could provide an opportunity for some grant assistance towards the works proposed. He also commented that needed work on the information board could be looked at as a separate issue.

### **Discussion about possible projects for submission under ‘Enhancing Pembrokeshire’ grant scheme**

Members discussed matters concerning Hill Crescent, Burton Ferry and Houghton Playpark as possibilities for a grant application under the scheme. The recreation area at Barnlake was also mentioned, but rejected for further consideration as it was in P.C.C. ownership, and not in the control of the Community Council. It was agreed that C’lfr Scott Sinclair would co-ordinate getting the needed quotations for works proposed, and pass these to the Clerk who would then submit the necessary grant application to P.C.C.

### **Discussion of land behind Hill Crescent**

C’lr Alun Williams mentioned that C’lr Paddy McNamara had offered to level and re-seed the area at no cost to the Community Council. There was a need to proceed with this as quickly as possible. Clerk to approach P.C.C. to ask how much they want for the lease of the land, and try to push the matter to a conclusion to enable works to proceed.

### **Discussion of siting of Vehicle-activated sign at Upper Burton**

C’lr John Mathias mentioned that a neighbour had expressed concerns over the location of the sign at Burton, due to the ongoing traffic speeds past his property since the signage had been installed. C’lr Scott Sinclair explained that there had been many constraints limiting the possible locations for the signage. He also mentioned the extensive consultation exercise that had been carried out prior to settling on the final location for both signs. Members were in agreement that as the sign was now in situ, and had been subject to a rigorous analysis of possible suitable locations, in conjunction with P.C.C., there was nothing further that could usefully be done now. Matter to be left in abeyance.

### **Discussion of problem with rubbish left under Cleddau Bridge**

The matter reported by Wendy Gallagher had been passed on to P.C.C., and left with them for action. C’lr Scott Sinclair had since checked the area, and confirmed that the laughing gas cylinders had been removed. Matter to be left in abeyance.

### **Any Other Business**

**Speed-activated signage.** C’lr Bob Guy asked if any consideration had been given to further signage in the Hill Mountain area? He commented on the worsening problems with speeding in that location. C’lr Alun Williams mentioned that there had been a sign there previously, but that it had failed, and been removed. The post was, however, still in situ. He also commented on the negligible effect that the sign had when it was in situ. It was commented that the Community Council was waiting to see the effect of the recently-installed signs in Burton, before deciding on possible further projects in other parts of the community.

C’lr Scott Sinclair referred to previous discussions in Council, agreeing in principle to providing funding in future years for such schemes, subject to a perceived benefit, and community-led funding of a similar type to that undertaken in Burton. It was mentioned that this could possibly be considered in more detail later in the year.

**Report on Speed-activated signage project, Burton.** C’lr Scott Sinclair had passed a copy of the report to the Clerk to be placed on the webpage, and this had now been done.

**Road drainage pipe outside Trinity House.** C’lr Scott Sinclair mentioned that his pipe was once again overflowing, and discharging water onto the road. Clerk to report this to P.C.C. on safety grounds.

The meeting ended at 9-00pm. Next meeting to be held at 6pm on Wednesday 7<sup>th</sup> April 2021, to commence with the 2021 A.G.M.