

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 1st April 2026, 7pm.

Present: Cllrs Vicky White, Scott Sinclair, Michelle Campbell, Robin Howells, Laurence Price, John Evans; Peter Horton (Clerk).

Apologies

C’llrs Derek Jones, Fiona Hart, Danny Young.

Declaration of known interests

None.

Opportunity for public representation on tabled agenda items

There were no members of the public present.

Approval of minutes of March 2026 monthly meeting

The minutes were approved (proposer C’llr John Evans, seconder C’llr Robin Howells).

Matters arising

Burton Jubilee Hall. The Clerk informed Members that there had been a delay in Eaton-Evans Solicitors, as they had missed the email sent over in February. However, this had now been addressed, and the matter was understood to be in hand.

Solar lighting in playing field. In hand with C’llr Laurence Price.

Ash tree, Main Road. Nothing further to report. C’llr Laurence Price mentioned that an overhanging branch on a different tree had been removed, but not from the tree in question.

Barnlake. C’llr Scott Sinclair had attended a meeting with the local volunteer group. They were working towards setting up a ‘Friends of Barnlake Wood’ association. This would liaise with P.C.C. and plan other work, if needed, to maintain the wood as a community asset.

Plans

Planning application consultations received

25/1054/PA – Extension to west side- amended scheme; Site Address: Hill View, 17, Ashdale Lane, LLANGWM, Haverfordwest, Pembrokeshire, SA62 4NU – No comments.

Planning application refusals notified

25/0876/PA – New dwelling; Site Address: Myton House, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY.

25/0875/PA - New dwelling; Site Address: Shoreline, 16, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY.

Correspondence

01) National Grid – Request to carry out pole replacement in Houghton Playing Field – C’llr Robin Howells had met National Grid on the site, and it was understood that the work was to be scheduled for later in the year, subject to approval also being granted by the St. David’s Diocesan Board, who were the freeholders of the land. It had been mentioned that there would be no need to close the playing field during work.

02) Audit Wales – Audit documentation for 2025/26 audit – noted. Members discussed briefly the Annual Governance question about community discussion and

liaison. Agenda item to be tabled in the May meeting to discuss possible ways to carry out community liaison.

- 03) Local resident – Concerns over some possibly poisonous plants in playpark – Clerk to ask P.C.C. for advice.
- 04) Peter Griffiths – Resignation from the community council – noted, and Members all sorry to be losing C’lir Griffiths from the council.
- 05) Local resident – Message update on situation regarding rights of way issues in Burton Ferry – dealt with in agenda item below.
- 06) Local resident – Concern over alleged planning breaches at Kiln Park – Clerk to forward to P.C.C. for their information / action. Clerk to respond to the resident concerned to inform them of the actions being taken, but decline the request to table an agenda item to discuss the matter.
- 07) P.C.C. – Confirmation of Traffic Order altering some 20mph speed limits in the County, but not including the section of road between Burton and Burton Ferry, which was to be the subject of further consultation.

Accounts

Payments

Easy Websites (direct debit for website)	: £ 36-96
F.J. Groundworks (INV-1043 for grass-cutting)	: £ 180-00
One Voice Wales (training)	: £ 65-00
P.C.C. (M1621036 for grass-cutting)	: £ 330-00

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

Income

Ian Thomas (repayment of member allowance pro rata)	: £ 17-33
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Interim financial report for 2025/26

Members accepted the report, with no apparent issues of concern noted.

Discussion of Member allowances for 2026/27

Members resolved to maintain the same approach to Member allowance for the 2026/27 year as that taken in the previous year, with all mandatory allowances to be paid, and all optional allowances reserved for possible payment dependent on circumstances through the year. (Proposer C’lir John Evans, seconder C’lir Vicky White).

Discussion / approval of annual report for 2025/26

Members requested that the designation ‘Burton Ferry Picnic Area’ to be altered to ‘Burton Ferry Community Garden’. With that amendment, the annual report was accepted (Proposer C’lir John Evans, seconder C’lir Robin Howells). Clerk to arrange publication online.

Discussion of arrangements for annual asset and financial risk assessments

Members had all been circulated the updated asset and financial risk assessments. Clerk to obtain new batteries and pads for the community defibrillators as necessary. C’lir Michelle Campbell undertook to re-stain the community noticeboard at Burton Ferry. C’lir Vicky White undertook to ask her husband to look at the Bowling’s Corner noticeboard, and carry out necessary repairs to the door as necessary, if he was able to undertake the work.

Any necessary discussion of possible grit bin provision in community

Members were informed that P.C.C. were unwilling to place a grit bin at the entrance to Meadow Park, as there was no suitable verge area to site it. C’lfr Michelle Campbell suggested maybe siting one close to the Jolly Sailor. Members were content with this suggestion. C’lfr Michelle Campbell to provide details of the exact location to the Clerk, for him to submit the request to P.C.C. Clerk to also ask P.C.C. for a grit bin close to the ‘Port Lion’ sign at the entrance to the hamlet.

Discussion of possible adoption of Local Resolutions Policy for Members, and Grievance Procedure for staff

Members agreed to approve both documents for adoption as drafted (proposer C’lfr John Evans, seconder C’lfr Robin Howells).

Discussion of potential actions towards possible re-opening of toilet block at Burton Ferry

It was confirmed that the building remained the responsibility of P.C.C. The possibility of BCC taking it on was briefly mentioned, but the cost of this was viewed as prohibitive. A machine for people to pay to use the facilities was also suggested as a possible way to help defray any ongoing costs. Clerk to write one last time to ask P.C.C. to consider installing a paying system. Message to also draw attention to problems of people relieving themselves round the back of the building, and concerns over future maintenance of the building.

Discussion of Rights of Way issues in Port Lion

Forms with C’lfr Vicky White for distribution and completion by affected residents.

Any necessary discussion of allocation of training courses for Members, pursuant to adoption of the B.C.C. training plan

C’lfr Vicky White had attended the ‘new member’ training course.

Regarding Code of conduct training, this was scheduled to be held online by the P.C.C. Monitoring Officer. Clerk to re-circulate the Teams link for this course, due to be held at 7pm on 20th April. Clerk to make enquiries with One Voice Wales about any available discounts for course fees.

Update on Right of Way issue at Burton Ferry

A local resident had messaged the Clerk to thank Members for the forms sent over to them for possible submission of an application to have the route registered as a public right of way. They indicated that they may consider this at a future time. Separately, C’lfr Scott Sinclair had met with the landowner of the route involved. The landowner had expressed the view that he was content for the route to be blocked, as circumstances had changed since the previous time it had been raised some years previously. Reference was made to evidence that the route had been endorsed at ‘Ministerial’ level in the 1960s as a result of representations made by the then Parish Council. Members were concerned at the effective blocking off of the access to the beach to the east of the old Nato jetty, as a result of the actions taken to close off the route to public access.

Discussion of water quality concerns in Cleddau waterway

Members referred to the previous notes from the occasion when Welsh Water had attended a BCC meeting in 2022. Members commented that the issues of concern had not gone away, and remained a major cause of concern in the local community, as well as other neighbouring communities, including Llangwm. It was noted that many new houses had been built during the intervening period, putting yet more pressure on the

sewage disposal infrastructure. Clerk to write to D.C.W.W. to ask them to attending a future community council meeting to revisit the matters of ongoing concern.

Any other business

Potholes. C’lrr Laurence Price mentioned concerns over potholes on the Burton Ferry hill. He intended to report these. Separately, C’lrr Michelle Campbell mentioned potholes at a number of locations along the main road. She undertook to pass details of the exact locations to the Clerk, for these to be reported to P.C.C.

Burton Jubilee Hall. C’lrr John Evans informed Members of planned work to re-render the gable end of the Hall.

The meeting ended at 8-25pm. Next meeting to be held at 7pm on Wednesday 6th May 2026, to commence with the 2026 A.G.M.