

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 6th May 2026, 7pm.

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

Apologies

C'llrs Michelle Campbell, 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 April 2026 monthly meeting

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

Matters arising

Burton Jubilee Hall. Matter still in hand with Eaton-Evans & Morris Solicitors.

Solar lighting, Houghton Playing Field. It was confirmed that this was still in hand with C'llr Laurence Price. A suitable post was being sought on which the light could be mounted.

Ash tree, Main Road. No change. Another nearby tree had been cut down, but not the one in question.

Barnlake. It was confirmed that the Friends of Barnlake Woods Association had been set up. C'llr Scott Sinclair raised concerns over advice he had been given by the Clerk over this matter in the last two days. He also expressed the view that there was the need to improve B.C.C.s image relating to the Barnlake community. Other Members commented that the Barnlake issue had been concluded in previous meetings, and no further discussion was warranted. C'llr Scott Sinclair felt that the issues raised by the recent exchange of messages on the subject had become a more significant matter than the Barnlake issue itself. At this point, Members passed a resolution under the terms of paragraph 7.1 of the community council Standing Orders to proceed to the next business (proposer C'llr Robin Howells, seconder C'llr Fiona Hart). Accordingly, there was no further discussion held on this matter.

Plans

Planning application consultations received

25/1102/PA - Retention of replacement building for farm diversification purposes incorporating Gin Distillery with associated function/tasting room, reception area for farm businesses (Distillery, Kennels & Caravan Site), offices and associated storage facilities; Site Address: Nash Mountain Farm, SARDIS, Haverfordwest, Pembrokeshire, SA62 4NS – No comment.

26/0025/PA - Proposed two storey side extension; Site Address: Long Island, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – No comment.

26/0026/PA - Ground Floor Extension & Porch; Site Address: Carwinion, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – No comment.

26/0053/PA - New Dwelling; Site Address: Plot 9, Glenfield Park, BURTON, Milford Haven, Pembrokeshire, SA73 1PG – No comment.

26/0008/PA - Construction of showroom. Site Address: Gareth Hughes Motors, 25 Burton Road, Sardis, Milford Haven, SA73 1LY – No comment.

Planning consents notified

25/0973/PA - Alterations and extension; Site Address: Valley View, Sardis Cross, SARDIS, Haverfordwest, Pembrokeshire, SA62 4NR

25/1054/PA - Extension to west side- amended scheme; Site Address: Hill View, 17, Ashdale Lane, LLANGWM, Haverfordwest, Pembrokeshire, SA62 4NU

Correspondence

- 01) Internal auditor – internal audit report, 2025/26 – dealt with in ‘Accounts’ below.
- 02) Zurich – Insurance policy renewal – Members agreed to proceed with a three-year long-term arrangement. Payment approved in ‘Accounts’ below.
- 03) P.C.C. – acknowledgement of pothole reports – noted.
- 04) P.C.C. – Invitation for nominations to board of governors Cleddau Reach – Clerk to post information about the vacancy on the website. C’llr Laurence Price mentioned previous interest that had been expressed in a similar vacancy, but left unaddressed by the school at that time.
- 05) P.C.C. – Response to request for grit bins – Clerk to confirm the request for the grit bin at Port Lion. Other potential sites to be considered on a future occasion.
- 06) Eaton-Evans & Morris – Onboarding form and information – Members discussed the matter in some detail. It was confirmed by the Clerk that, as per previous agreements in council, the instructions to the solicitors were to (a) obtain the deeds from J.C.P. Solicitors, and (b) offer advice on what actions, if any, could be taken to improve the current situation regarding how the ownership of the hall was set up. Based on this, Members were content to proceed as previously agreed.
- 07) Welsh Water – Offer to attend future meeting – Members were concerned that infrastructure failings might not be addressed in any such meeting. However, the Clerk was asked to issue an invitation for Welsh Water officers to attend the July meeting. Agenda item to be tabled in June to discuss questions to put to them in the meeting.
- 08) Derek Jones – resignation – noted. Clerk to commence process of advertising the four current vacancies. Clerk to check on age threshold for eligibility to stand for council membership. C’llr Scott Sinclair felt that a proper process for processing applications should be established, to ensure fairness in choosing between applicants. Clerk to research what process had previously been agreed, and circulate this for information. Agenda item to be tabled for June to discuss protocol for this.
- 09) Paul Cleaver – Notification that tree survey due – Clerk to seek competitive quotations. Agenda item for June to consider options from any quotations received.

Accounts

Payments

Easy Websites (direct debit for website)	: £ 36-96
I.C.O. (data registration renewal)	: £ 52-00
F.J. Groundworks (INV-1054)_	: £ 360-00
Denise Mayr (internal audit)	: £ 105-00
P. Horton (reimbursement for defibrillator batteries)	: £ 52-25
Eaton-Evans & Morris (onboarding deposit)	: £ 400-00
Zurich (insurance renewal)	: £ 758-25
The above payments were approved (proposer C’llr Vicky White, seconder C’llr Robin Howells).	

Income

PCC (precept)	: £9100-00
HMRC (VAT reclaim)	: £ 959-06

Annual Governance Statement / accounting statement for 2025/26

Members completed the annual governance statement during the meeting, and formally approved the responses provided to the questions set (proposer C'lr Fiona Hart, seconder C'lr Robin Howells). The document was signed by the Chairman and Clerk.

Consideration of internal audit report for 2025/26 accounts

Members noted the comment made in the report concerning the level of uncommitted reserves held by the council, which were considered to be slightly on the high side. It was determined that this should be considered in more detail during the next budget-setting meeting in January 2027. The report was formally accepted by Members (proposer C'lr John Evans, seconder C'lr Fiona Hart).

Discussion of Rights of Way issues in Port Lion

C'lr Vicky White had handed out a number of forms to local residents, and was awaiting return of these. Clerk to provide 12 or so copies, along with the associated maps, to C'lr Vicky White.

Any necessary discussion of allocation of training courses for Members

Clerk to continue sending round lists of available courses, and Members were encouraged to consider any courses they felt might be helpful to them in their roles.

Discussion of water quality concerns in Cleddau waterway

Covered in Correspondence item (07) above.

Discussion of ways to carry out community liaison on priorities / actions to be undertaken by the community council

Social media was considered as a possible way to invite community involvement on setting priorities for the council. C'lr Scott Sinclair also suggested encouraging further involvement from the community in community council-led events such as the Christmas Carol community event held in the Houghton Playpark. He also mentioned the possibility of inviting local residents to engage in matters connected to biodiversity enhancement in the community. C'lr Laurence Price suggested approaching the administrators of the Burton Community Facebook page to ask if they would be willing to post a form inviting local residents to offer suggestions on future community council activities / priorities. Clerk to contact them to ask if this would be possible. Agenda item to be tabled for June to consider further.

Any other business

Potholes / public footpaths. C'lr Laurence Price mentioned that the potholes near The Rectory were still there. He also mentioned that he had reported some footpath maintenance issues directly to Sean Tilling in P.C.C.

Barnlake issues. C'lr Scott Sinclair raised concerns over the handling of the Barnlake matter. He felt there were fundamental issues to resolve, and commented that meaningful dialogue was needed to address these.

Speeding in Houghton. C'lr Fiona Hart had spent time with the P.C.S.O. Adam Thomas, including speaking with a number of local residents. Speeding through the village had been identified as a major issue by all residents spoken to. Agenda item to be tabled for discussion in June.

Old Mission Hall. C'lr Vicky White raised questions about the current status of the hall, as nothing seemed to have been heard about it in recent times. Members did not have any detailed information to offer.

The meeting ended at 8-15pm. Next meeting to be held at 7pm on Wednesday 3rd June 2026.