

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 3rd June 2026, 7pm.

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

Apologies

C’lrr Danny Young.

Declaration of known interests

None.

Opportunity for public representation on tabled agenda items

There were no members of the public present who wished to make representations.

Approval of minutes of May 2026 monthly meeting

The minutes were approved (proposer C’lrr Robin Howells, seconder C’lrr Fiona Hart).

Approval of minutes of 2026 A.G.M.

The minutes were approved (proposer C’lrr John Evans, seconder C’lrr Fiona Hart).

Matters arising

Bowling’s Corner noticeboard. The Clerk had received an estimate of £150 from T&R Greenwood to repair the noticeboard. Members were content with this. Clerk to make arrangements accordingly.

Burton Jubilee Hall. No update.

Solar lights, Houghton playing field car park. No update.

Ash tree, Main Road. No update.

Barnlake. It was understood that a Friends of Barnlake Woods volunteer group had been established.

Grit bins. Members were informed that P.C.C. had rejected the location opposite the Jolly Sailor for siting of a grit bin, on the basis that it was not alongside P.C.C.

Highway, or on any public right of way. Clerk to ask if instead a grit bin could be sited on the narrow verge area on the opposite side from the junction with Kiln Park, which was understood to be P.C.C. Highway.

Plans

Planning application consultations received

26/0085/PA - Variation of Condition 2 (approved plans) of planning permission 23/0769/PA (Erection of a two storey dwelling, garage and floating boat shed with associated parking and landscaping works) Site Address: The Landings, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – Clerk to seek clarification on exact details of the application, given that the property was already substantially complete. Message to request an extension of time to allow a response after the July meeting.

NP/26/0205/FUL – Alterations and provision of first floor extension to dwelling Location: 44, Windrush, Port Lion, Llangwm, Haverfordwest, Pembrokeshire, SA62 4JT – No comments.

NP/26/0260/OUT – Outline planning application for the erection of 2 new dwellings together with new access & ecological & nitrate mitigation - with access considered (all

other matters reserved); Location: Williamston Lodge, Rhoose Ferry Road, Burton, Milford Haven, Pembrokeshire, SA73 1NL – No comments.

Planning consents notified

26/0025/PA - Proposed two storey side extension; Long Island, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY

Correspondence

- 01) Arb-Aid – Quotation for tree survey work – dealt with in agenda item below.
- 02) Paul Cleaver – Quotation for tree survey work – dealt with in agenda item below.
- 03) P.C.C. – Advice on dealing with toxic vegetation in playpark – Clerk to seek advice from P.C.C. on contractors to carry out removal work.
- 04) Local resident – Safety concerns over playpark – Clerk to ask Fraser James to attach a piece of wood to the bottom of the field gate, to narrow the gap below it to 100mm or less.
- 05) P.C.C. – Confirmation that no election called for open vacancies – Clerk to put out co-option advertisement.
- 06) Scott Sinclair – Letter of concern over recent occurrences and decision-making in community council meetings – All members present were disappointed with the content of the letter. It was noted that his future intentions as a councillor had not been made clear.

Accounts

Payments

Easy Websites (direct debit for website)	: £ 36-96
P.C.C. (M1624127 for grit bin provision)	: £ 228-00
Tenby 1 st Responders (defibrillator pads)	: £ 55-00
Clerk (salary April – June, to include 4.5 hours overtime for asset risk assessment work carried out)	: As per contract
H.M.R.C. (PAYE tax / NI contributions)	: As per contract
F.J. Groundworks (INV-1063)	: £ 360-00

The above payments were approved (proposer C’llr Fiona Hart, seconder C’llr Robin Howells).

Any necessary discussion of Rights of Way issues in Port Lion

C’llr Vicky White informed Members that user evidence forms had been sent out to local path users, and were currently awaited back.

Any necessary discussion of allocation of training courses for Members

C’llr Michelle Campbell had completed the online Code of Conduct course run by P.C.C.

Clerk to inform C’llrs Vicky White and Fiona Hart of the dates on which One Voice Wales were running the Code of Conduct course.

Discussion of tree survey quotations received

Two quotations had been received, from Arb-Aid and Paul Cleaver. There was only a very small difference of less than £3 between the quotations, discounting VAT.

Accordingly, Members resolved to accept the Paul Cleaver quotation, as they were familiar with his work (proposer C’llr Robin Howells, seconder C’llr Fiona Hart).

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

The Clerk confirmed that Andrew Hugman had agreed for postings from the community council to be placed on the Burton Community Facebook page.

C’lrr John Evans mentioned some forthcoming planned community events, and suggested these might be an opportunity for Members to attend and meet local residents. Clerk to post the advertisement for co-option on the Burton Community page.

Discussion of questions to be put to DCWW in July meeting

It was understood that DCWW planned to present a slide show of their recent achievements and planned works for the future as part of their 5-year investment plan. Clerk to inform them that Members may wish to ask questions following the slide show, based on what was shown in it.

Review of protocol for assessing applicants for council membership

Members were content with the current arrangement, whereby applicants could submit simple written expressions of interest by any means convenient to them. This was felt the most appropriate arrangement for local residents to express interest in the volunteer role involved in being a community councillor.

Discussion of concerns over speeding through Houghton

It was noted that a motorist had reportedly recently been caught in Houghton doing 41mph. Speeding was noted as being an ongoing problem. Clerk to ask P.C.C. again to attend a site meeting to discuss measures to address the problem. Clerk to also ask C’lrr Danny Young to apply pressure for a site meeting to be arranged.

Any other business

Burton Jubilee Hall. C’lrr John Evans updated Members on ongoing and planned work in and around the hall, including a disabled ramp access facility currently under construction.

Overgrowth on pavement, junction of Rhooseferry Lane and Main Road. C’lrr Laurence Price raised concerns about the overgrowth at this location. Agenda item to be tabled for discussion in July.

Potholes. These remained an issue at locations along the main road, although they had been reported previously.

The meeting ended at 8-15pm. Next meeting to be held at 7pm on Wednesday 1st July 2026.