

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 3rd September 2025, 7pm.

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

Apologies

C’llrs Fiona Hart, Peter Griffiths, C’llr Danny Young

Declaration of known interests

None.

Opportunity for public representation on tabled agenda items

None.

Approval of minutes of July 2025 monthly meeting

The minutes were approved (proposer C’llr Scott Sinclair, seconder C’llr Derek Jones).

Matters arising

Burton Ferry Community Garden. C’llr Scott Sinclair confirmed that no gardener had yet been appointed, and someone suitable was still being sought.

Highway issues. No response had been received from P.C.C. to the request for a site meeting, and no further contact had been received from them regarding speed data downloads from the speed-activated signage. Clerk to chase up P.C.C. on these issues.

Ash tree, Burton Road. No response had been received from P.C.C. concerning the Ash tree that had been reported by a local resident as possibly unsafe. Clerk to chase this up again.

Information board, Houghton Green. Clerk to inspect for any possible problems with the work carried out.

Overhanging growth on junction of Ashdale Lane / main road. This was reported as still being a problem. Agenda item for October to be tabled for any necessary discussion.

Plans

Planning consultations received

25/0239/PA – New dwelling; Site Address: Myton House, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – NOTE – application subsequently withdrawn.

25/0289/PA – Replacement farm building with farm diversification building with meet and greet reception area for kennels and caravan/camping club, farm office, gin tasting function room (fifth flock) and annex for son in association with farm operations/business; Site Address: Nash Mountain Farm, SARDIS, Haverfordwest, Pembrokeshire, SA62 4NS – NOTE – application subsequently refused consent.

25/0296/DC – Discharge of conditions 4 (CTMP) and 5 (Surface Water) of planning permission 24/1032/PA (Proposed vehicle entrance to workshop / garage); Site Address: Rear of Wyre House, Near 5 Kiln Park, Burton, Haverfordwest, SA73 1NY – No comments.

25/0433/AD – Advertisement; Site Address: 25, SARDIS, Milford Haven, Pembrokeshire, SA73 1LY – No comments.

Planning consents notified

24/1106/PA – Proposed sun room extension and detached garage at Burton Farmhouse AMENDED PLANS; Site Address: Burton Farm House, BURTON, Milford Haven, Pembrokeshire, SA73 1NT

Planning refusals notified

25/0289/PA - Replacement farm building with farm diversification building with meet and greet reception area for kennels and caravan/camping club, farm office, gin tasting function room (fifth flock) and annex for son in association with farm operations/business; Site Address: Nash Mountain Farm, SARDIS, Haverfordwest, Pembrokeshire, SA62 4NS

Planning application withdrawals notified

25/0239/PA – New dwelling; Site Address: Myton House, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY

25/0240/PA – Single storey dwelling; Site Address: Shoreline, 16, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY

Correspondence

01) Local resident (copy of messages to P.C.C.) – Complaints about alleged breaches of planning consent conditions on construction projects at Kiln Park – noted.

02) P.C.C. – Response to message about grass-cutting on Houghton Green – Clerk to ask P.C.C. what the cutting frequency at this location now is, and also raise concerns about the apparent cessation of cutting around the new bus shelter.

03) P.C.C. – Draft lease documentation for land at Barnlake – dealt with in agenda item below.

04) P.C.C. – Notification of public consultation on new L.D.P. – noted.

05) P.P.S. – Message declining to quote for work at Houghton Playpark – quotation from Fraser James awaited. Clerk to check back on minutes for any available information on the maker of the multi-play unit.

06) P.C.C. – Notification of window for submitting expressions of interest in Places for Nature grant schemes – dealt with in agenda item below on Barnlake.

07) Local resident – Request to carry out planting on common land adjacent to Ashmoor Gardens – Clerk to respond to explain that the land in question is common land, so there must be no cultivation of the land, formation / planting of flower beds, fencing off or other restrictions on full and free access for members of the public. It was also explained that the trees referenced in the incoming email were planted by P.C.C. as part of a tree-planting initiative following the loss of a number of trees at Houghton Playing Field.

08) Paddy McNamara – Resignation from Community Council – Members were very sorry to learn of the resignation. It was noted that Paddy McNamara had been the longest-serving current member of the community council, having served the community in this capacity for around 27 years, including several years as community council Chairman. Members felt that his long experience in community affairs would be greatly missed by the council, leaving a hole that would be difficult to fill. They also noted his pivotal role in the community council's work to create the Platinum Jubilee Playpark in Houghton. Members wished their appreciation for all his work on behalf of the community to be noted, as well as their best wishes for his future activities. Clerk to send a letter of thanks to Paddy on behalf of Members.

09) P.C.C. – Invitation for expressions of interest in latest round of Enhancing Pembrokeshire grant – Members briefly discussed the possibility of submitting an application to re-open the toilet block in Burton Ferry. However, it was pointed out that as the costs involved in doing this would be almost exclusively ongoing running costs,

such a proposal would not meet the criteria for this grant scheme, which would only cover capital costs of schemes approved. Nonetheless, Members discussed briefly the need to get the toilet block re-opened. Agenda item to be tabled for discussion in October. Clerk to research relevant information / correspondence in advance of the meeting.

Accounts

Payments

F.J. Groundworks (INV-158 for grass-cutting)	:	£300-00
F.J. Groundworks (INV-168 for hedge-cutting at Hill Crescent)	:	£ 50-00
F.J. Groundworks (INV-0176 for grass-cutting)	:	£360-00
Clerk (salary July – September)	:	As per contract
H.M.R.C. (P.A.Y.E. tax / N.I. contributions)	:	As per contract

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

Income

P.C.C. (precept second instalment)	:	£9100-00
Community funds previously held by Nia Phillips	:	£ 298-60

Bank signatories

C’lr Michelle Campbell to be added as a signatory, and Paddy McNamara to be removed (proposer C’lr Robin Howells, seconder C’lr Derek Jones).

Discussion of arrangements for possible lease of land at Barnlake from P.C.C.

Members discussed a document prepared by C’lr Scott Sinclair, outlining proposals to progress the scheme. The document had six main paragraphs, each of which was submitted for discussion / approval by Members. The actions agreed pursuant to this were as follows :

- 1) Agreement to the terms of the draft formal lease document was agreed in principle, subject to clarification of remaining issues, including those covered in paragraphs 2-6 below (proposer C’lr Scott Sinclair, seconder C’lr Laurence Price).
- 2) Clerk to formally request agreement from P.C.C. to the provision of a new litter bin at this location, including agreement to ongoing arrangements to empty this by P.C.C., as part of the lease agreement.
- 3) Agreement to a budget of £2500 to progress the scheme, subject to Paragraph 4 below (proposer C’lr Robin Howells, seconder C’lr Derek Jones).
- 4) Agreement that a Places for Nature application for the scheme should be submitted. Clerk to action in liaison with C’lr Scott Sinclair.
- 5) Agreement that the entire site, if acquired, including the ‘wild area’ of woodland that was likely to be left uncultivated and without ready public access, should be included in the annual community risk assessment and bi-annual tree survey.
- 6) Agreement that the current ambiguity of the southern site boundary needed to be clarified, and that this would best be approached on site in a site meeting with stakeholders. Members were content for this meeting to be sought and arranged by C’lr Scott Sinclair as necessary.

Discussion of maintenance arrangements for community well, Port Lion

C’lr Vicky White explained that a resident in Port Lion had taken care of the well over time, but was now unable to do this. They were seeking input from the community council to care for this. It was thought that the well and immediately surrounding land might possibly be owned by PCC. Clerk to research ownership. Agenda item to be tabled for further discussion in October.

Discussion of grass-cutting on Houghton Green

Discussed in ‘Matters Arising’ above.

Discussion of grass-cutting of verge area alongside Houghton Playpark wild area

Clerk to ask F.J. Groundworks to carry out cutting of the verge and overhanging hedge at this location as soon as possible, and then around twice yearly on an ongoing basis. This to include the overhanging hedge on the bridleway along the southern edge of Houghton Moor.

Discussion of renewal of Biodiversity Enhancement report

Clerk to draft update to the 2022 report, and circulate for discussion / approval in the October meeting.

Discussion of problems with blocking of publicly used footpaths in Port Lion, including footpath from Newton Farm, and gap in hedge opposite Hill House, Port Lion

C’lrr Vicky White informed Members that the issue with the blocked footpath from Newton Farm had been resolved, and no further action was required.

In relation to the blocking of a gap in the hedge that had been used for many years by local residents, C’lrr Vicky White to provide a map of the route to the Clerk. Once received, Clerk to write initially to P.C.N.P.A. Public Rights of Way Department to enquire about initiating the process for getting this route categorised as a public footpath, and added to the definitive map of public footpaths. Subject to be kept on the monthly agenda for forthcoming months.

Discussion of issues with farm traffic movements and associated safety concerns

C’lrr Scott Sinclair mentioned that there had been a number of incidents of very large farm vehicles driving unsafely through villages in the community, including one incident where hay bales had fallen from a large farm trailer. Members were agreed that this was unacceptable and irresponsible. It was noted that if loads were shed in transit, it would be a Police matter, and should be reported if witnessed. The matter was noted as one of ongoing concern.

Any other business

Burton Jubilee Hall Committee. C’lrr John Evans informed Members that the A.G.M. for the Hall Committee was scheduled for later in September. It was a cause of concern for them that the numbers of committee members had dwindled, and there was the real possibility of issues with maintaining its viability unless new members stepped forward.

Road drain culvert, Foxhall. C’lrr Ian Thomas mentioned that a road culvert at Foxhall had become blocked.

Road alongside Jolly Sailor. C’lrr Michelle Campbell noted that the concrete road alongside the Jolly Sailor was seriously affected by weed growth. It was noted that this was officially highway under the control of P.C.C.

New hospital provision. Subject to be placed on the agenda for discussion in October, in conjunction with the services at the existing hospital.

The meeting ended at 8-50pm. Next meeting to be held at 7pm on Wednesday 1st October 2025.