

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 2nd September 2026, 7pm.

Present: Cllrs Vicky White, Fiona Hart, Michelle Campbell, Robin Howells, Derek Jones, County Councillor Danny Young; Peter Horton (Clerk).

Apologies

C’llr John Evans

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.

Co-option of new community council members / discussion of applications to join council

Members voted to co-opt Derek Jones onto the council with immediate effect (proposer C’llr Robin Howells, seconder C’llr Fiona Hart).

Consideration of other applications was deferred for discussion in October.

Approval of minutes of July 2026 monthly meeting

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

Matters arising

Bowling’s Corner noticeboard. In hand with T. Greenwood, who had indicated that it would be completed imminently.

Jubilee Hall. In hand with Eaton-Evans & Morris.

Car park lighting. In hand with C’llr Laurence Price.

Ash tree, Main Road. In hand with P.C.C.

Toxic vegetation in playpark. Clerk to chase up response from P.C.C.

Highways matters. Clerk to chase up P.C.C. for feedback from recent site meeting to discuss highway-related matters.

Plans

Planning application consultations received

26/0335/PA – Single Storey Detached Garage; Site Address: The Landings, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – No comments.

Planning consents notified

25/0961/PA – Variation of condition 2 (approved plans) of planning permission 08/1262/PA (Renewal of planning permission 03/0284/PA. Erection of dwelling).
Site Address: Bluestone View, Ashdale Lane, LLANGWM, Haverfordwest, Pembrokeshire, SA62 4NU

Planning refusals notified

26/0112/PA – Erection of dwelling (outline with access for consideration).

Site Address: Land West of Williamston Lodge, Houghton, Milford Haven, Pembrokeshire, SA73 1NL

26/0118/PA – Erection of 2 dwellings (Outline with access for consideration).

Site Address: Land South & East of Williamston Lodge, Houghton, Milford Haven, Pembrokeshire, SA73 1NL

Planning applications withdrawn

NP/26/0260/OUT - Outline planning application for the erection of 2 no. dwellings together with new access & ecological & nitrate mitigation - with access considered (all other matters reserved); Location: Williamston Lodge, Rhoseferry Road, Burton, Milford Haven, Pembrokeshire, SA73 1NL

Correspondence

- 01) P.C.C. – Response to message sent in concerning non-cutting of some verge areas – noted.
- 02) P.C.C. – Response to message sent in about clearance work on Burton Ferry Hill – Members reported that the work had been completed.
- 03) Paul Cleaver – Tree report – Agenda item to be tabled for discussion in October.
- 04) Local resident – Request for passing places along Oxland Lane – Clerk to pass on to P.C.C.
- 05) Derek Jones – Application to join council – dealt with in agenda item above.
- 06) Local resident – Application to join council – dealt with in agenda item above.
- 07) Local resident – Concerns about Planning issues at Kiln Park – noted.
- 08) Local residents – Concern about rat infestation at empty property in Houghton – The Clerk confirmed that this had been passed to P.C.C. for their attention. C’lr Fiona Hart mentioned that she had attempted unsuccessfully to contact the owner about the problem. However, she also confirmed that work had commenced to clear up the property environs, and it was understood that the property was being readied for sale.
- 09) Bobcat Group – Update on application to P.C.C. for registration of public right of way on land in Burton Ferry – noted.

Accounts

Payments

Easy Websites (direct debit for website, August)	: £ 36-96
Easy Websites (direct debit for website, September)	: £ 36-96
Clerk (salary, July – September)	: As per contract
HMRC (PAYE tax / NI contributions)	: As per contract
Clerk (incidental expenses April 1 st – Sept 2 nd)	: £ 241-91
Clerk (reimbursement for defibrillator spares)	: £ 75-94
F.J. Groundworks (INV-1086 for work in Wild area and playpark)	: £ 130-14
F.J. Groundworks (INV-1089 for grass-cutting)	: £ 180-00
Tree Consultants Wales (INV-9753 for tree survey)	: £ 519-30
Wales Audit Office (ARINV-015786 for 2024/25 audit)	: £ 200-00
Robin Howells (Member allowance 2026/27)	: £ 208-00
Fiona Hart (Member allowance 2026/27)	: £ 208-00
Vicky White (Member allowance 2026/27)	: £ 208-00
Laurence Price (Member allowance 2026/27)	: £ 208-00
Michelle Campbell (Member allowance 2026/27)	: £ 208-00
John Evans (Member allowance 2026/27)	: £ 208-00
Derek Jones (Member allowance 2026/27)	: £ 121-33

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

Any necessary discussion of Rights of Way issues in Port Lion

C’lr Vicky White confirmed that she had received a small number of completed forms from neighbours. She was awaiting further ones before passing to the Clerk for submission to P.C.C. She also confirmed that the field over which the disputed right of way passed was currently up for sale.

Any necessary discussion of allocation of training courses for Members

Members were reminded to let the Clerk know of any courses they might wish to attend.

Discussion of possible encroachment onto common / bridleway at Houghton Moor

This had been brought up at the previous meeting by C’lir Laurence Price. It was noted that gate jambs constructed by a resident was possibly encroaching slightly onto the bridleway, though not actually obstructing it. Matter to be deferred for discussion in October.

Discussion of possible unauthorised highway access formed at Rosehill, Burton Ferry

Clerk to report the possibly unauthorised access to Planning Enforcement.

Discussion of needed maintenance arrangement for Houghton Playpark Wild Area

C’lir Fiona Hart felt that there needed to be some arrangement set up for routine maintenance of the wild area. This would need to be carefully managed, to ensure safe access and use of the area, while avoiding making it too ‘manicured’. Clerk to ask Fraser James for his suggestions for a framework for occasional maintenance.

Any other business

Ashdale Lane. C’lir Vicky White mentioned concerns over cameras placed at the entrance of a property in Ashdale Lane, facing out into the street. It was thought these might constitute an unacceptable invasion of public space. Agenda item to be tabled for discussion in October.

Port Lion. C’lir Vicky White reported concerns about overhanging trees in the highway at Port Lion, which was considered a potential safety hazard. The Clerk undertook to report this to P.C.C. for action.

Storm drainage, New Wells Road. C’lir Robin Howells mentioned concerns over the lack of an effective storm drainage network in New Wells Road. Agenda item to be tabled for discussion in October.

The meeting ended at 7-35pm. Next meeting to be held at 7pm on Wednesday 7th October 2026.