

BURTON COMMUNITY COUNCIL

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

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

In the absence of the Chair, the meeting was chaired by the vice-Chair, C’llr Laurence Price.

Apologies

C’llrs Vicky White, Ian Thomas, Derek Jones, Robin Howells, Peter Griffiths, Fiona Hart, Danny Young.

Declaration of known interests

None.

Opportunity for public representation on tabled agenda items

None.

Approval of minutes of November 2025 monthly meeting

The minutes were approved (proposer C’llr John Evans, seconder C’llr Michelle Campbell).

Matters arising

Burton Ferry Community Garden. C’llr Scott Sinciar suggested that some more concentrated advertising may be necessary in the spring, as no-one had yet come forward. C’llr Laurence Price suggested that maybe it could be advertised on the Community Facebook page. C’llr Michelle Campbell suggested maybe using scout volunteers. Matter deferred for further consideration in the spring.

Highway issues. Still no response received. Clerk to speak to C’llr Danny Young to ask him to raise this in County Hall when possible.

Ash tree, main road. Nothing further heard to date.

Overhanging growth, junction of Ashdale Lane and main road. Nothing further heard to date.

Houghton bus shelter. P.C.C. had advised that as the area classed as highway verge, it was just cut once a year. A formal request to alter this status would need to be submitted for a change to this to be considered. Matter left in abeyance until the spring.

Plans

There were no plans for discussion this month.

Correspondence

01) Qair UK – Response to queries about proposed solar farm, Freystrop – Noted, and Clerk to notify resident who had enquired of the response received.

02) P.C.C. – Quotation for maintenance of Burton Ferry toilet block – dealt with in agenda item below.

Accounts

Payments

Easy Websites (direct debit for November)	:	£ 36-96
Clerk (salary, October – December 2025)	:	As per contract
HMRC (PAYE tax / Employer N.I. contributions)	:	As per contract
Toplegal (solar-powered light)	:	£ 149-99
The above payments were approved by Members (proposer C’lr John Evans, seconder C’lr Michelle Campbell).		

Discussion of any outstanding issues at Barnlake

C’lr Scott Sinclair suggested that there were some outstanding issues that would need to be dealt with, following the decision to abandon the land lease proposal. He recommended that the work on clearance that had been commenced should be completed, as recommended by Sean Tilling of P.C.C., and that the bench should be replaced. He felt this would demonstrate good faith towards the local residents there who had supported the initiative, and many of whom had assisted with volunteer work there. However, Members felt that, as B.C.C. did not have any control over the land, doing so could be opening up an unacceptable liability on the community council. For this reason, the suggestion was not taken up.

As an alternative to the above suggestion, C’lr Scott Sinclair sought consent from the council to ask P.C.C. if they would use the funds pencilled in under the Places for Nature grant scheme to carry out the work themselves. This was approved by Members (proposer C’lr Laurence Price, seconder C’lr John Evans).

C’lr Scott Sinclair asked what should be done with the volunteer group that had carried out work in the Barnlake land. It was pointed out that the volunteer group could choose to carry on working in the area if they wished to, though not under a B.C.C. umbrella. Alternatively, it was suggested that they could potentially be invited to assist with work at the Burton Ferry Community Garden, or other local sites.

C’lr Scott Sinclair wished it to be recorded that, while he respected the decision made to drop the proposals, he disagreed with it, and did not understand the rationale behind the decision. He also commented that, in his view, the decision to seek informed legal advice was not followed. He noted that Members had not given due consideration to the advice provided by Paul Cleaver, and was unhappy that the informed legal advice from Paul Cleaver was not taken up. The Clerk pointed out that legal advice had been sought from both the P.C.C. Legal Department, and also the council’s insurers, both of whom had provided clear advice on the legislation applying to the situation.

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

C’lr Michelle Campbell mentioned that this issue had most recently been raised in connection with the window for applications to the ‘Enhancing Pembrokeshire’ grant scheme. It was pointed out, though, that this scheme would not be applicable, as the costs would be ongoing running costs, which were not eligible under this grant scheme. C’lr Laurence Price provided a summary of previous actions taken, and the current situation. This was that the toilet block remained closed, and the only party that could potentially drive change to this in P.C.C. would be the party with rights to enforce the covenant on the land transfer, which was the brewery.

P.C.C. had provided figures on maintenance of the toilet block, for use if B.C.C. wished to take on responsibility for the toilet block. These were £3274/yr for three visits per week, and £7894/yr for daily visits. Members felt that the toilet block would be well-used, and re-opening it would be good for the community and visitors.

C’lr Scott raised the question of whether the Jolly Sailor would be interested in pursuing the matter, and if so, whether there would be anything that B.C.C. could do to

assist / support their efforts. C’llr Michelle Campbell undertook to go off and look more closely into this.

Discussion of possible replacement of goalposts at Houghton Playing Field

Deferred until January, when it was hoped that more members would be present. In the meantime, Clerk to also obtain prices for separate ground sockets.

Discussion of Rights of Way issues in Port Lion

The Clerk updated Members on the actions taken. It was noted that detailed guidance was currently awaited from the P.C.C. Public Rights of Way Department. Matter to be placed on the January agenda for further discussion.

Discussion of Highway issues, including broken / displaced kerbstones at Hill Crescent, and flooding at various locations along main road and Rhooseferry Lane

Hill Crescent kerbstones. C’llr Derek Jones had informed the Clerk of as further deterioration in the condition of the kerbstones. Clerk to report this to P.C.C.

Flooding issues. Members mentioned issues with flooding during period of heavy rainfall (a) on the corner between Mead Lodge Farm and Houghton; (b) between Mead Lodge Farm and the Beggars Reach turning; (c) between the Oxland Lane turning and Beggars Reach turning; (d) In the first dip approaching Burton Ferry on the road down from the Cleddau Bridge; (e) At the top of Rhooseferry Lane close to the junction with the main road; (f) at the bottom of Church Road. Clerk to report all these to P.C.C. with a request for action to address them on safety grounds. Some were thought to be due to blocked road drainage, and others due to a lack of road drainage / problems with the road levels. Message to seek consideration to ‘Flood warning’ signage at these locations.

Discussion of need for lighting in car park at Houghton Playing Field

C’llr Laurence Price circulated a document of a solar-powered lighting system, recommended by the electrical department at his place of work as being reliable and reasonably-priced. Members approved purchase of one unit as a trial (proposer C’llr Scott Sinclair, seconder C’llr Laurence Price). Clerk to arrange purchase.

Discussion of BCC training plan

C’llr Scott Sinclair felt the matter was not only about the training plan, but also about working to deliver better. Matter to be placed on agenda for January, when it was hoped that more Members would be present. In the meantime, Clerk to circulate an email inviting Members to state which training courses they would like / be willing to attend.

Any other business

Hall lighting. C’llr John Evans drew attention to the new lighting in the Jubilee Hall, which was a great improvement over the previous lighting.

November agenda item on staffing matters. C’llr Scott Sinclair asked if his name had been mentioned in the discussion held over the agenda item. It was confirmed that it had. This being the case, C’llr Sinclair stated that he might have a formal grievance. He also mentioned that he considered that the Clerk had overstepped the mark in advice provided to the council. He asked for details of the formal grievance procedure. The Clerk stated that he was not sure if there was one, at least for Members, but undertook to check in the files and advise C’llr Sinclair accordingly.

The meeting ended at 8-30pm. Next meeting to be held at 7pm on Wednesday 7th January 2026