

## **BURTON COMMUNITY COUNCIL**

**Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 7<sup>th</sup> January 2026, 7pm.**

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

### **Apologies**

C’llrs Danny Young, Derek Jones.

### **Declaration of known interests**

None.

### **Opportunity for public representation on tabled agenda items**

None.

### **Approval of minutes of December 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 Sinclair mentioned that he had been contacted by someone potentially interested in carrying out the role, and would be following this up.

**Highways matters.** Nothing further heard to date.

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

**Overhanging growth by junction of Ashdale Lane and Main Road.** Nothing further heard to date.

**Barnlake.** C’llr Scott Sinclair had heard from the landowner of the neighbouring development site. He had moved the boundary fence, and offered to assist with any activities at the Barnlake site. Regarding potential financing of a new picnic bench at the Barnlake site, which had been ruled out by the Community Council, C’llr Sinclair sought clarification on whether or not this would be true in all circumstances. If there was a volunteer group in Barnlake interested in doing work at the site, would the community council be prepared to accept a request for funding? Regarding the Places for Nature grant enquiry, C’llr Sinclair proposed that this be left in abeyance. He had discovered that the method of assessing applications had changed, and the route towards grant acceptance was much more difficult now, with priority being given to projects within P.C.C. In relation to previous minuted discussions about Barnlake, C’llr Sinclair wanted to clarify that he had not disagreed with the decision to abandon the project, but rather that he didn’t understand the rationale behind the decision-making process. He also mentioned the matter of Paul Cleaver’s advice not having been taken up. He said that this was not the issue of concern to him, but rather the fact that the advice had not been discussed at all.

## **Plans**

### **Planning applications received**

**25/0831/AD** - Removal of existing signage and the display of 4 no. illuminated fascia signs, 1 no. illuminated pylon sign; Site Address: 25, SARDIS, Milford Haven, Pembrokeshire, SA73 1LY – no comments.

## **Correspondence**

- 01) Local resident – Response to message sent concerning proposed solar farm in Freystrop – noted.
- 02) P.C.C. – Notification of changes to some regular scheduled bus services – noted.
- 03) Local resident – Copy of message to P.C.C. concerning alleged planning breaches at Kiln Park – noted.
- 04) Local resident – Request for consideration to grit bin provision in Church Road, Burton – agenda item to be tabled for discussion in February. In the meantime, Clerk to investigate with P.C.C. where any grit bins were currently sited in the community area. Members were asked to notify the Clerk of any grit bins noticed in the community.

## **Accounts**

### **Payments**

Easy Websites (direct debit for November) : £ 36-96  
The above payment was approved by Members (proposer C’lr Robin Howells, seconder C’lr Fiona Hart).

### **Income**

P.C.C. final precept instalment : £9100-00

### **Discussion / setting of budget and precept for 2026/27**

C’lr Laurence Price proposed increasing the precept by 3% to cover inflation. However, this was not supported by other Members.

Members resolved to keep the precept for 2026/27 unchanged at £27300 (proposer C’lr Fiona Hart, seconder C’lr John Evans).

Members approved the budget for 2026/27 as drafted, with a projected expenditure of £26087 (proposer C’lr Vicky White, seconder C’lr Peter Griffiths).

### **Discussion of concerns arising from agenda item ‘staffing matters’ at the November meeting**

[NOTE – this agenda item was held in private session]

C’lr Scott Sinclair was invited to address the meeting, as he had requested the agenda item. There was a constructive discussion about Community Council procedures.

In conclusion, all present agreed that, everyone having expressed their views, the matter should be left to drop, for the benefit of the council. Members agreed to work towards adoption of a formal grievance policy.

Clerk to investigate guidance on this in advance of an agenda item to be tabled in the February meeting.

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

C’lr Michelle Campbell had spoken to Heineken, and they had confirmed that they were not willing to push for the re-opening of the toilet block, due to cost concerns. Agenda item to be tabled in February for discussion of the possibility of the community council taking on responsibility for the toilet block.

### **Discussion of possible replacement of goalposts at Houghton Playing Field**

Members agreed to proceed with the quotation for the fixed goalposts plus extra set of ground sockets, at a total cost of £990-20 + VAT. Clerk to make arrangements accordingly. C'llr Ian Thomas indicated that he would be willing to instal the ground sockets.

### **Discussion of Rights of Way issues in Port Lion**

The Clerk confirmed that all relevant forms had now been received from P.C.C. Agenda item to be tabled for further discussion in February, and in the meantime, Clerk to liaise with C'llrs Vicky White and Ian Thomas regarding obtaining the necessary witness statements.

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

Clerk to chase up a response from P.C.C. on these issues, and also to report the road drain surrounds on Burton Ferry Hill, which had deteriorated again.

### **Discussion of car park lighting at Houghton Playing Field**

C'llr Laurence Price confirmed that the solar light had been received. It had been planned to attach this to the adjacent telegraph pole. However, this had proved unviable, due to legal constraints and overshadowing from neighbouring trees. Members agreed for a pole o be attached to the wooden fence between the car park and playing field, for mounting of the lighting unit. If successful, further units could be considered in the future. C'llr Ian Thomas offered to obtain a suitable pole for this.

### **Discussion of B.C.C. training plan**

Members formally adopted the draft training plan document (proposer C'llr Robin Howells, seconder C'llr Ian Thomas). Agenda item to be tabled in the February meeting for discussion of allocation of courses.

### **Any other business**

**Deeds of Jubilee Hall.** C'llr John Evans had been contacted by the Charity Commission, seeking information on the trustee listed to replace John Mathias, who had passed away. Agenda item to be tabled for discussion in February.

**Ownership of car park at bottom of Church Road.** Agenda item to be tabled for discussion in February.

The meeting ended at 8-20pm. Next meeting to be held at 7pm on Wednesday 4<sup>th</sup> February 2026.