

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 4th February 2026, 7pm.

Present: Cllrs Laurence Price, Vicky White, Peter Griffiths, Derek Jones, Fiona Hart, Scott Sinclair, John Evans; County Councillor Danny Young, Peter Horton (Clerk).

Apologies

C'llrs Michelle Campbell, Ian Thomas, Robin Howells.

Declaration of known interests

None.

Opportunity for public representation on tabled agenda items

None.

Approval of minutes of January 2026 monthly meeting

The minutes were approved (proposer C'llr John Evans, seconder C'llr Peter Griffiths).

Matters arising

Lighting for Houghton Playing Field. Still in hand with C'llr Ian Thomas.

Ash tree, Burton Road. P.C.C. had responded to say that the tree had been identified as being on common land. They had passed the matter to the Common Land Officer, with a request for it to be dealt with. They could not put a timescale on this.

Plans

Planning applications received

25/0875/PA – New dwelling; Site Address: Shoreline, 16, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – OBJECT on highway safety grounds, with concerns at the safety implications of having an access onto a blind bend, with a steeply sloping accessway.

25/0876/PA - New dwelling; Site Address: Myton House, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY - OBJECT on highway safety grounds, with concerns at the safety implications of having an access onto a blind bend, with a steeply sloping accessway.

Planning consents granted

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

Correspondence

- 01) P.C.C. – Response to enquiry about grit bins in community – dealt with in agenda item below.
- 02) P.C.C. – Response to message sent in about degradation of surfacing around drain covers, Burton Ferry Hill – noted.
- 03) Pension regulator – Early reminder of need to complete re-declaration – left with Clerk to deal with as necessary.
- 04) M.H. Port Authority – Consultation on recreation plan – noted.
- 05) P.C.C. – Response re. Ash Tree on Burton Road – dealt with in ‘Matters Arising’ above.

- 06) P.C.C. – Active Travel consultation – noted.
- 07) P.C.N.P.A. – Consultation on L.D.P.3 – noted.
- 08) P.C.N.P.A. – Invitation for submission of candidate sites for consideration in L.D.P.3 – noted.
- 09) Hywel Dda – Notification of forthcoming Health Board meeting to discuss proposals for changes to clinical service provision – noted.

Accounts

Payments

Easy Websites (direct debit for November)	:	£ 36-96
F.J. Groundworks (INV-1031, for play equipment repairs)	:	£ 479-10
M.H. Goals (INV-0000024627 for new goalposts)	:	£1188-24
St. David's Diocesan Board (land lease, Houghton Playing Field)	:	£ 200-00
Clerk (reimbursement for 1/3 cost of new laptop, warranty, software)	:	£ 247-46

The above payments were approved by Members (proposer C'llr Fiona Hart, seconder C'llr Vicky White).

Discussion of proposals for Burton Ferry Pontoon Garden

C'llr Scott Sinclair circulated proposals to those present for consideration. These proposed the formation of a volunteer group to look after the Burton Ferry Community Garden, with a nominated local resident as coordinator, C'llr Sinclair as link councillor, and an approved budget for planting, etc., of £200/yr. Members agreed to proceed with the proposal as outlined (proposer C'llr John Evans, seconder C'llr Fiona Hart). Clerk to seek advice from the insurance company on any requirements that the community council might need to meet.

Annual discussion of Clerk's hours, salary, and terms and conditions (NOTE – this agenda item will be held in private session)

It was agreed to maintain the Clerk's hours, salary and terms and conditions unchanged.

Discussion of possible grit bin provision in community

P.C.C. had responded to say that there were no other grit bins in the community area other than the one located close to the road under the N end of the Cleddau Bridge. Members resolved to request new grit bins at (a) Port Lion, on the verge next to the community well, and (b) at the junction of Church Road and Meadow Park, Burton (proposer C'llr John Evans, seconder C'llr Vicky White). Clerk to submit request to P.C.C.

Discussion of possible adoption of Local Resolutions Policy for Members, and Grievance Procedure for staff

Members agreed for the Clerk to draft up documents for both policies, for circulation to Members, and further consideration in March. Further agenda item to be tabled in March.

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

Deferred for discussion in the March meeting.

Discussion of update on future options for Barnlake Wood

A proposal document was circulated to those present by C'llr Scott Sinclair. He said that, notwithstanding the decision not to proceed with the lease, he considered that the community council still had obligations in the area, due to the interest and level of

expectation generated locally. He proposed that B.C.C. should carry out further work in the area, and budget a sum to cover this. However, Members noted their previous decision not to proceed with the lease, and also noted that the public footpath was not B.C.C. responsibility, but that of P.C.C. It was felt that pursuing this course could once again open the community council up to potential liability. It was noted that any volunteer group could request a financial donation from the community council towards their activities in this area, without this involving the community council in any liability issues.

Following discussion, Members agreed for the Clerk to contact P.C.C. to request their consent for the community council to arrange a one-off clearance of the footpath and surrounding areas. If consent was given, then C'llr Scott Sinclair was authorised to arrange this with a local contractor, up to a ceiling of £1500 (proposer C'llr Peter Griffiths, seconder C'llr Derek Jones). Members were clear that, once this had been completed, the community council would not involve itself directly in any further works at Barnlake, for reasons previously discussed.

Discussion of Rights of Way issues in Port Lion

It was confirmed that forms for making an application to register a right of way had been received from P.C.C. There had been some clarification needed on the exact route of the path, which had now been provided to the Clerk. Clerk to circulate forms and plans to those Members living in the Port Lion area, for these to be completed by local residents, and returned to the Clerk for eventual submission to P.C.C. Agenda item to be tabled for further discussion in March.

Discussion of possible need to make changes / updates to deeds for Jubilee Hall

Following discussion, Members agreed for the Clerk to contact Eaton Evans and Morris solicitors, to ask them to obtain the deeds of the Jubilee Hall from J.C.P. solicitors in Fishguard, and then to offer advice on how best to resolve the recurring issue of trustees needing to be replaced on the deeds (proposer C'llr Scott Sinclair, seconder C'llr John Evans). Matter to be placed on the agenda for discussion once further information was available.

Discussion of ownership of Church car park, Church Road, Burton

The Clerk confirmed that he had checked on the Land Registry website. The car park was not part of the common land, and was not in the ownership or control of the community council. The land was unregistered, meaning tracing the ownership was difficult. Members decided to leave the matter in abeyance.

Discussion of allocation of training courses for Members, pursuant to adoption of the B.C.C. training plan

Following discussion, it was agreed for the Clerk to circulate a list of available courses, and Members to let him know what they required. It was confirmed that all course costs would be covered by the community council. Regular agenda item to be tabled for ongoing consideration of training needs within the council.

Any other business

Kerbs on Hill Crescent. Clerk to chase up action to repair the damaged kerbstones.

PP7-10 Sardis – Hanging Stone. Clerk to report blockages on this section of public footpath.

Public footpath, Port Lion. C’llr Vicky White reported that access to this footpath had again been blocked by a fallen fence. She stated her intention to speak to the owner and ask for the blockage to be removed.

Letter from local resident with concerns over speeding traffic in Sardis. C’llr John Evans had received a request for a response to the letter sent in to the community council on this matter some months previously. Clerk to action as needed.

The meeting ended at 8-50pm. Next meeting to be held at 7pm on Wednesday 4th March 2026.