

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 5th March 2025, 7pm.

Present: Cllrs Robin Howells, Vicky White, Fiona Hart, Peter Griffiths, Laurence Price, Scott Sinclair, John Evans, Derek Jones, Danny Young; Peter Horton (Clerk).
Apologies: C'llrs Paddy McNamara, Michelle Campbell, Michael Davies.

The meeting was chaired by the vice-Chairman C'lr Robin Howells.

Declarations of known interests

None.

Opportunity for public representation on tabled agenda items

There were no members of the public in attendance who wished to make representations.

Approval of minutes of the February 2025 monthly meeting

The minutes were approved as written (proposer C'lr Derek Jones, seconder C'lr John Evans), and held for signature by the Chairman.

Matters arising

Speed-activated signage. Clerk to chase up data download information from P.C.C.

White-lining, Houghton. Response from P.C.C. to request for a further site meeting awaited.

Plans

Planning application consultations

24/1032/PA - Proposed vehicle entrance to workshop / garage; Site Address: Rear of Wyre House, Near 5 Kiln Park, Burton Ferry, Haverfordwest, SA73 1NY – No comments.

Correspondence

01) Local resident – application to join Burton C.C. - dealt with in agenda item below.

02) F.J. Grounds Maintenance – Notification of price increases for grass-cutting – [NOTE – C'lr Laurence Price declared a personal and prejudicial interest due to family connections, and left the room during the discussion] – Members approved the contract to be carried out on a similar basis to 2024 (proposer C'lr Scott Sinclair, seconder C'lr Vicky White).

03) GoSafe – acknowledgement of requests for more speed patrols - noted. Members commented that they were unaware of any missing signage along the main road. Results of P.C.C. speed limit review to be awaited before deciding on any further approaches.

Accounts

Payments

Easy Websites (monthly direct debit for website / email provision) :	£ 36-96
Infinity Play (playpark inspections for 2024/25) :	£780-00
F.J. Groundworks (works to Information Board) :	£336-67
Clerk (incidental expenses, October 2024 – March 2025) :	£255-90
Clerk (salary, January – March, including 5 hrs for risk assessment):	As per contract
HMRC (PAYE tax) :	As per contract

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

Discussion of any actions needed from annual community risk assessments (including discussion on arrangements for data security / backup)

Defibrillator pads. All adult defibrillator pads had been found to be out of date. Clerk to obtain replacements at an estimated cost of £600 + VAT (proposer C’lfr Fiona Hart, seconder C’lfr John Evans). Clerk to put in hand.

Data backup of community council files. Members approved the purchase of an external hard drive for this purpose, to replace the existing backup arrangements. Clerk to put in hand.

Speed-activated signs. C’lfr Scott Sinclair commented that some work to clear growth from around the signage may be required in the not-too-distant future.

Defibrillator at Burton Ferry. A discussion was held about whether or not it would be advisable to relocate the defibrillator at Burton Ferry, as the toilet block was now closed. The consensus was that its location was generally suitable, and no action to change this was agreed.

Discussion of applications to fill current council vacancy, including discussion of process for vetting applicants

One application for co-option had been received from Mr Ian Thomas. This was approved by Members (proposer C’lfr Scott Sinclair, seconder C’lfr Fiona Hart). Clerk to inform him, and deal with necessary administration.

A discussion was held about whether or not a more rigorous and standardised process should be in place for dealing with community council vacancy applications. Some members felt this would be advantageous for all parties. Others, however, felt that the existing arrangement whereby matters were dealt with on a case-by-case basis, was adequate. No agreement was reached on any change for the time being.

Discussion / update on Barnlake Recreational Area, and discussion of if / how to proceed further

C’lfrs Scott Sinclair and Laurence Price had prepared and circulated a summary document of options for possibilities for moving forward, following the public consultation exercise carried out of residents in the area, and their site inspections.

The public consultation had indicated generally positive support for work to enhance the area for public use.

Irrespective of any decision on whether or not to carry out work to re-establish the community area, generally, it was noted that the fencing currently in place at the end of the public footpath was in the wrong place, and should be adjusted accordingly.

Members discussed the legal responsibility of P.C.C. to maintain the Public Right of Way, and discussed whether or not it would be a good idea for the community council to take on legal responsibility for the area.

In relation to the discussion on whether or not to seek to take on the area as a community asset, there was general agreement that, before this could potentially happen, P.C.C. should be asked to bring the area up to an acceptable standard suitable for use beforehand. The other option discussed was simply to ask P.C.C. to inject some resources themselves into enhancing and maintaining the area. This was viewed as the preferable option, if it could be achieved.

It was agreed that C’lfrs Scott Sinclair and Laurence Price would carry out some further analysis, and form a basic plan suggesting what, if anything, could be put tom P.C.C. in the form of an initial contact. This would include some indications of likely ongoing costs of maintenance and upkeep if the community council was to assume responsibility for the area. Agenda item to be tabled for further discussion in April.

Discussion of questions to put to Henry Tufnell, M.P., during his visit to the May 2025 monthly meeting, and discussion of formalising the agenda for the May monthly meeting, to enable sufficient time for the discussion with Henry Tufnell, M.P.

Members had submitted questions to be put to Mr. Tufnell, and these had been circulated by the Clerk in advance of the meeting. The comment was made by C’llr Scott Sinclair that the meeting with Mr. Tufnell should be centred around seeking his advice and input on ways to drive forward the long-term plan, and inject some urgency into the process, rather than appearing to hold Mr. Tufnell to account for matters that were devolved to the Welsh Government.

Following the discussion, the Clerk was asked to send Mr. Tufnell the questions posed on the subject of the Withybush Hospital replacement project, and related health-related matters, while making it clear that these were being supplied, not with any suggestion that he was being held responsible to answer them directly, but rather to inform him of the nature of concerns held by Members, in the hope that he could offer advice and assistance with achieving progress with the matter. Separate questions unrelated to the above not to be sent to Mr. Tufnell, as they were held to be largely outside the remit of the community council.

Discussion of a detailed agenda for the May meeting to be discussed in April.

Discussion of playing field car park lighting

C’llr John Evans had been approached by members of the Burton W.I., requesting more lighting in the car park. Clerk to write to P.C.C. to ask about the possibility of getting some solar-powered lights installed.

Any necessary discussion / updates on future community events

Nothing current to report.

Any other business

VE80 celebrations. C’llr John Evans raised the question of any possible events in the community to commemorate the occasion. He mentioned that some kind of an event in the Jubilee Hall might be a possibility, and the Village Hall Committee would be looking into this.

Burton Ferry Community Garden. C’llr Scott Sinclair mentioned that a new gardener would need to be appointed soon to care for the community garden.

Minor road beneath northern end of Cleddau Bridge. Rat-running along this road was mentioned as an ongoing concern, and had been raised as a concern by one respondent in the recent consultation about Barnlake. Agenda item to be tabled for discussion in April.

The meeting ended at 8-27pm. Next meeting to be held at 7pm on 2nd April 2025.