

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held online on Wednesday 5th May 2021, 7pm.

Present: Cllrs Robin Howells, Paddy McNamara, Nia Phillips, Laurence Price, Derek Jones, John Mathias, John Evans, Alun Williams (Chairman), Vicky White, Scott Sinclair; Peter Horton (Clerk).

Apologies: C'lr Bob Guy.

Declarations of known interests

C'lr Vicky White raised the possibility of an interest in the matter of the correspondence item about stiles on footpaths at Port Lion, as one of the stiles was at the entrance to her paddock.

Approval of minutes of the April 2021 monthly meeting

The minutes were approved as written (proposer C'lr Robin Howells, seconder C'lr Vicky White).

Matters Arising

Footpath, Hill Mountain. C'lr Alun Williams reported that the drains along this stretch of road, as well as Ashdale Lane, had been cleared, and a thorough job done.

Potholes. C'lr John Mathias mentioned that one pothole by the Church Lane junction with the main road had been patched, but the one by the bend to the Houghton side of the junction was still there (opposite Shioya). C'lr Paddy McNamara reported multiple new potholes in Rhooseferry Lane. Clerk to report these again.

Sardis planning enforcement. The Clerk reported that no progress had been made on the planning enforcement investigation in P.C.C., or was likely to be made in the near future, due to staffing and prioritisation issues. C'lr Alun Williams noted that the building was now occupied.

Information board, Houghton. C'lr Paddy McNamara reported that the information board had been completed, and should be re-installed by the time of the next meeting.

Smoking signage guidance. A message from P.C.C. outlining the new requirements for signage at playparks had been circulated to Members. Clerk to check availability of signs from P.C.C. It was thought that just one sign would be needed.

Houghton playpark. C'lr Paddy McNamara reported that nothing had been heard back from the contractor since the requirement for the method statement had been mentioned. Members resolved to pursue the work with this contractor without the need for a method statement to be provided, trusting to his professionalism to carry out the work properly (proposer C'lr Derek Jones, seconder C'lr John Evans). C'lr Paddy McNamara to approach him again regarding the matter. Regarding fencing, C'lr Paddy McNamara had the fencing materials, etc., and undertook to complete the work as soon as possible. Regarding needed work to the see saw bolts, matting repairs, etc., Members agreed to go with the quotation of £345 mentioned at the last meeting (proposer C'lr Laurence Price, seconder C'lr John Evans). It was left with C'lr Paddy McNamara to make the necessary arrangements.

Ash Dieback. The Clerk had received guidance from the P.C.C. Tree Inspection Officer. He had suggested that assessments would best be made in another month or two, once trees were in full leaf. This could be done by any reasonably competent person, or by a professional arborist at a likely rate of around £80/hr. Members decided to leave the matter for further discussion in July. Agenda item to be tabled for July.

Annual meeting with Clerk. C'lr Alun Williams and Paddy McNamara had agreed with the Clerk to defer the meeting until face to face meetings had been resumed.

[NOTE – at this point C’lr Laurence Price left the meeting with apologies].

Burton Ferry Picnic area. C’lr Scott Sinclair confirmed that this was now in hand with the Clerk to co-ordinate a grant application, to be submitted in time for the September deadline. It had been decided that an application could not be organised and submitted in an acceptable form by 29th April. Agenda item for June.

C’lr Scott Sinclair mentioned the need to decide what schemes were to be included in the grant application, and in particular whether or not work at the Houghton Playpark would be included as well as work at Burton Ferry. C’lr Paddy McNamara agreed, suggesting that firm proposals needed to be brought to the next meeting, to inform any discussion. Regarding Burton Ferry, it was left with C’lr Scott Sinclair to prepare proposals. Two types of scheme were suggested – one to basically just make good the existing area; the other to do a more comprehensive overhaul, and possibly carry out additional works. C’lr Paddy McNamara to prepare proposals for Houghton. The need for evidence of public consultation was mentioned. The Clerk mentioned that this would not necessarily need to involve a high level of consultation. C’lr Paddy McNamara suggested that, as the Community Council was already representing the local community, maybe such consultation could be taken as having been done based on that.

Land at Hill Crescent. The form received from P.C.C. had been circulated to Members. It was left for C’lr Paddy McNamara and the Clerk to co-ordinate the completion of the form, and get it back into P.C.C. It was noted that only the initial section of the form currently needed to be submitted.

Information Board, Burton Ferry. C’lr Scott Sinclair had approached Tom Greenwood (who had previously carried out remedial work to the Community noticeboards), regarding carrying out repairs to the information board. Mr. Greenwood had suggested changing the material of the information board, to reduce future maintenance issues. C’lr Scott Sinclair undertook to follow this up further.

Vehicle-activated signs. C’lr John Mathias had spoken to his window cleaner, Mr. Spencer Jones, who had cleaned the sign at Houghton without charge. C’lr Scott Sinclair had obtained a price from Mr. Jones of £10/sign/occasion for the two signs at Burton and Burton Ferry. Members asked C’lr Scott Sinclair to request a price from Mr. Jones to clean all three signs twice a year, and agreed for this to be arranged if the quotation did not exceed £60/year in total (proposer C’lr Paddy McNamara, seconder C’lr Vicky White). C’lr Scott Sinclair to make the necessary arrangements.

Drain outside Trinity House. The Clerk confirmed that he had reported this to P.C.C., who were arranging to look into the problem.

Plans

Applications

20/1179/PA - Alterations to existing detached garage/workshop to provide ancillary accommodation; Site Address: Upper Milton, BURTON, Milford Haven, Pembrokeshire, SA73 1LG – no comments.

20/0981/PA - Erection of laundry room / gardener WC; Site Address: BUNGALOW, Milton Gardens, BURTON, Milford Haven, Pembrokeshire, SA73 1LG – no comments.

20/1189/PA - New Residential Bungalows; Site Address: Plots 6 ,7 and 8, The Old School, School Road, Houghton, Milford Haven, SA73 1NN – no comments.

Consents issued (for information)

19/1204/CL - Non-compliance with agricultural occupancy condition for a period in excess of 10 years; Site Address: Badger Cottage, Church Road, BURTON, Milford Haven, SA73 1NU.

Correspondence

- 1) P.C.C. – Minutes of Cleddau Reach Governors’ meeting – noted.
- 2) P.C.C. – Holding reply on Highway-related issues raised – noted.
- 3) Zurich – Insurance renewal premium – Members agreed to go with the Zurich 5 year long-term premium at £626-22 (proposer C’lr John Evans, seconder C’lr Derek Jones).
- 4) Came and Co. – Insurance quotation – Members decided to maintain cover with Zurich, as the difference in premium was relatively small, no long-term offer had been made by Came & Co., and it was felt, all other factors having been considered, to be better to stick with a known provider.
- 5) P.C.C. – Response re. potential lease of land at Hill Mountain – dealt with in ‘Matters Arising’ above.
- 6) Internal auditor – internal audit report for 2020/21 – dealt with in ‘Accounts’.
- 7) P.C.C. – Notification of 1st precept payment – noted.
- 8) P.C.C. – Guidance on no smoking signage requirements – dealt with in ‘Matters Arising’ above.
- 9) Mr. Brian Lloyd – concerns over stiles on public footpath in Port Lion – Clerk to pass on to P.C.N.P.A. for attention. Clerk to seek guidance from them as to what access point provisions should be in these locations. [NOTE – as there was no substantive discussion on this item, it was not necessary for C’lr Vicky White to declare an interest, or leave the meeting].

Accounts

Internal audit

Members formally accepted the report received and circulated (proposer C’lr Robin Howells, seconder C’lr Nia Phillips).

Annual Governance Statement

Members completed the Annual Governance Statement for 2020/21, answering statements 1-8 in the affirmative (statement 9, regarding trust funds administered by the Community Council was completed as not applicable). The Statement was formally approved by Members (proposer C’lr Robin Howells, seconder C’lr John Evans).

Income

| | | |
|--------------------------|---|----------|
| P.C.C. (precept payment) | : | £5834-00 |
| H.M.R.C. (VAT refund) | : | £1501-12 |

Payments

| | | |
|---|---|----------|
| Denise Mayr (Internal Audit) | : | £ 80-00 |
| I.C.O. (registration fee) | : | £ 40-00 |
| Zurich Municipal (Insurance premium) | : | £ 626-22 |
| Paddy McNamara (Member allowance 2020/21) | : | £ 150-00 |
| Laurence Price (Member allowance 2020/21) | : | £ 150-00 |
| John Evans (Member allowance 2020/21) | : | £ 150-00 |
| John Mathias (Member allowance 2020/21) | : | £ 150-00 |
| Vicky White (Member allowance 2020/21) | : | £ 150-00 |

The above payments were approved (proposer C’lr John Evans, seconder C’lr Nia Phillips).

Discussion of any necessary actions pursuant to the recently updated asset risk assessment

Depreciation. The Clerk confirmed that guidance from the Wales Audit Office auditors prohibited allowing for depreciation on asset valuations.

Picnic benches. Members asked for the items listed for the Cleddau Bridge Picnic area to be removed from the asset register, as these were now cared for by P.C.C. Clerk to implement this.

Discussion of contingency arrangements for Clerk's absence

The Clerk had circulated to Members a document outlining current arrangements. In addition to this, the Clerk referred to the minutes from the 2020 A.G.M., which had placed on record some additional arrangements in connection with this matter. The Clerk was asked to incorporate these details into the document prepared, and then to re-circulate for information.

Any other business

Services at Withybush Hospital. To be tabled for discussion in June.

Defibrillators. Due to C'lr Alun Williams' decision to stand down from the Community Council, it was arranged that C'lr Vicky White would carry out the monthly check on the defibrillators.

Trees on common land at Sardis Cross. C'lr Alun Williams mentioned the need for the 18 remaining trees to be re-staked. It was also suggested that, perhaps, this area should be included in any grass-cutting regimes arranged in future.

The meeting ended at 8-20pm. Next meeting to be held at 6pm on Wednesday 2nd June 2021.