

## **BURTON COMMUNITY COUNCIL**

**Minutes of the monthly meeting held online on  
Wednesday 6<sup>th</sup> April 2022, 7pm.**

**Present:** Cllrs Robin Howells, John Evans, Fiona Hart, Vicky White, Scott Sinclair, Derek Jones, John Mathias; Peter Horton (Clerk).

**Apologies:** C'llrs Nia Phillips, Paddy McNamara, Laurence Price.

### **Declarations of known interests**

None.

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

No members of the public present.

### **Approval of minutes of the March 2022 monthly meeting**

The minutes were approved as written (proposer C'llr Robin Howells, seconder C'llr Fiona Hart) and retained by the Clerk for signature following the meeting.

### **Matters Arising**

**Potholes.** C'llr Derek Jones reported that the pothole on the junction of Church Road and the Main Road in Burton was worsening, getting bigger and deeper. Clerk to report again to P.C.C.

**Road drain outside Trinity House.** No progress was reported, with the work understood to be programmed in for some time during the current financial year.

**Planning Enforcement investigation, Sardis.** No further progress to date.

**Withybush Hospital.** Nothing further had been heard. Clerk to chase up a response from Hywel Dda.

**New seesaw.** The new seesaw had been delivered, and C'llr Paddy McNamara had indicated that he would make arrangements for its installation.

### **Plans**

#### **Applications**

**21/0943/PA** - Erection of a single detached dwelling and garage (revision to extant permission 12/1204/PA); Site Address: Plot Adjacent to Wood Hollow, Houghton, Milford Haven, SA73 1NN – no comments.

#### **Decisions**

**21/0773/PA** - Extension and alterations with garden studio; Site Address: Carwinion, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY

### **Correspondence**

- 1) Elections Office – Information on potential charging for contested elections – noted.
- 2) Local resident – Information on ownership of land adjacent to foreshore in Burton Ferry – dealt with in agenda item below.
- 3) Zurich Municipal – Confirmation that insurance policy does not cover cost of removing fallen trees from Houghton Playpark – noted.
- 4) O.V.W. – information on potential grant assistance for digital activities – noted.
- 5) P.C.C. – Annual inspection report for Houghton Playpark – noted.

## **Accounts**

### **Payments**

I.C.O. (Data protection re-registration fee)	:	£ 40-00
Johnston CC (50% of cost of Jabra microphone)	:	£ 75-00
HAGS-smp Ltd (new see-saw)	:	£1186-60
One Voice Wales (membership renewal)	:	£ 209-00
P.C.C. (tree removal)	:	£1800-00
PCC (playground inspections for 2021/22)	:	£ 615-00

The above payments were approved (proposer C’llr Robin Howells, seconder C’llr John Evans).

### **End of year accounting statement**

Members were provided with a provisional end of year accounting statement, with a full accounts report to be provided at the A.G.M. in May.

### **Discussion of possible application to register footpath alongside Plot 1, Kiln Park, Burton Ferry**

A letter had been received from local residents, providing information on the extent of their land ownership in this area, and details of public rights of way. It was acknowledged that there was use of a walkway down to the beach by members of the public.

Separately from the above, it was noted that a ‘right by deed’ was apparently mentioned in deeds to land to the west of the trackway in question, conferring rights to gain access to the foreshore across the plot of land in this location.

Members decided to leave the matter in abeyance, as there did not appear to be any imminent concern over a potential blocking of access to the foreshore.

Clerk to write to the landowners to inform them of the discussions held in Council, and thank them for the information provided.

### **Discussion of progress towards a return to meetings in Jubilee Hall**

C’llr John Evans had obtained some quotations for broadband provision to the Jubilee Hall, ranging from £36-95/month + £9-50 delivery charge upwards. He explained that the Jubilee Hall Committee would not be willing to pay this amount, as the broadband would not be used by any of their other hall users. He also confirmed that their status as a charity did not result in lower quotations being offered.

It was left that the Clerk would again meet C’llr John Evans in the Jubilee Hall by arrangement, to try other potential means of connecting to the internet. If this exercise was successful, the intention was to arrange for the next meeting to be held in the Village Hall with online accessibility.

### **Approval of amended Standing Orders to facilitate public representation in meetings**

Members approved the amended Standing Orders (proposer C’llr John Evans, seconder C’llr Robin Howells). Clerk to arrange for the Chairman to sign a printed copy of the document for the file.

### **Approval of updated asset and financial risk assessments**

It was confirmed that the financial risk assessment had been reviewed, but not amended.

The asset risk assessment had been reviewed and updated by the Clerk, and circulated to all Members. This was received by Members (proposer C’llr Robin Howells, seconder C’llr John Evans). It was left for individual Members to raise any items from it that they wished to address in future meetings.

### **Approval of 2022 Annual Report**

The 2021/22 Annual Report was approved by Members (proposer C’llr Robin Howells, seconder C’llr John Evans). Clerk to arrange publication of the report on the webpage.

### **Discussion of situation regarding possible lease of land at Hill Crescent**

Matter still in hand with C’llr Paddy McNamara, who had reported having sent multiple emails to P.C.C. concerning the matter, but still awaiting a response. Matter to be placed on May agenda for any available information on progress.

### **Discussion of possible tree-planting scheme on Houghton Playing Field, in Houghton Playpark, and support for Platinum Jubilee celebration event**

C’llr John Evans informed Members that a coffee morning would be held in the Jubilee Hall to mark the Platinum Jubilee.

Members agreed that consent should be formally requested from P.C.C. to plant a Cherry Tree on Sardis Green. In addition, they agreed to arrange the planting of two Cherry trees on Houghton Green, one each side of the information board (proposer C’llr John Evans, seconder C’llr Derek Jones). Clerk to contact P.C.C. and Grandiflora to pursue the matter and make necessary arrangements.

C’llr Fiona Hart had been approached by residents in connection with a possible tree-planting exercise along the fenceline at Ashmoor Gardens. Matter to be placed on the agenda for discussion in July.

### **Discussion of award of playground inspection contract for 2022/23**

Members voted to award the playground inspection contract for 2022/23 to Playground Repairs Ltd (proposer C’llr Scott Sinclair, seconder C’llr Derek Jones). They were concerned at the failure of P.C.C. to pass on important information regarding safety concerns in the playpark in a timely manner.

Arrangements for grass-cutting to be made with P.C.C., as per their service level agreement. Clerk to make necessary arrangements with Playground Repairs Ltd. and P.C.C.

### **Discussion of arrangements for execution of improvements at Burton Ferry following approval of Enhancing Pembrokeshire grant application**

The Clerk confirmed that all paperwork had now been received from P.C.C., and the scheme could proceed.

C’llr Scott Sinclair shared with Members information regarding the proposed sequence of work, budgeting matters, and potential additional costs that may need to be considered.

Members approved the initiation of the project based on the information provided, and budget previously agreed, with specific emphasis on the need to order the benches as soon as possible. Members also agreed an additional budget of up to £500 for miscellaneous items necessary to deliver the scheme but not part of the original scheme budget (proposer C’llr Derek Jones, seconder C’llr John Evans).

It was left for C’llr Scott Sinclair and the Clerk to liaise in connection with making the necessary arrangements with contractors and suppliers.

Clerk to seek information from P.C.C. regarding any plans for providing an additional bin at the site. This would inform Members on whether or not they would need to fund this item.

[NOTE – C’llr John Evans left the meeting at this point with apologies]

### **Discussion of problem with damaged stile on public footpath at Hill Mountain**

Members reported that the stile had now been replaced.

Clerk to contact the local resident who had raised the matter to inform him of the outcome.

**Any other business**

**Meeting date for May.** This was set for Wednesday 18<sup>th</sup> May 2022 at 7pm, as the normal meeting date would have fallen before the election date.

**Defibrillator cabinets.** Members were informed that all the cabinets had now been replaced. SS – railings by pontoon – one side has been mended, but posts are quite badly broken. Clerk to report on H&S grounds. Also, part of sea wall has had storm damage. Clerk to report. SS to send photos.

**Road markings and signage at junction by Jolly Sailor.** C’lir Derek Jones raised concerns about the road markings, which had become virtually non-existent. Clerk to report this again to P.C.C., who had agreed to refresh them around two years previously. C’lir Jones also mentioned that the Give Way sign was not prominent enough.

**Pavement provision between Jubilee Hall and layby.** C’lir Fiona Hart had been approached about this matter, asking if it would be possible to seek footpath provision along this stretch of road. Matter to be placed on May agenda for discussion.

The meeting ended at 8-20pm. Next meeting to be held at 7pm on Wednesday 18<sup>th</sup> May 2022.