

## BURTON COMMUNITY COUNCIL

**Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and online via the Zoom videoconferencing platform, on Wednesday 5th June 2024, 7pm.**

**Present:** Cllrs Robin Howells (vice-Chairman), Derek Jones, John Evans, Laurence Price, Scott Sinclair; County Councillor Danny Young; Peter Horton (Clerk).

**Apologies:** C'llrs Peter Griffiths, John Mathias, Fiona Hart, Nia Phillips, Vicky White, Paddy McNamara

### Declarations of known interests

None.

### Opportunity for public representation on tabled agenda items

A local resident from Houghton addressed the meeting with issues of concern relating to parking on Vale Road outside the playpark. They raised concerns over the location of the entrance of the playpark, which they felt would have been better positioned on the main road. They mentioned an ongoing problem with vehicles parking over property entrance opposite the playpark entrance. They said that signage to direct vehicles to the car park in the playing field opposite had been promised but not installed. Perceived safety issues for children using the playpark were also mentioned, due to the traffic from the housing estate opposite. They mentioned that they had placed cones along the roadside to prevent parking at this location. Members pointed out that this was strictly unauthorised, and no private individual had the right to prevent legal parking on the highway.

The absence of road markings at the entrance of Ashmoor Gardens was also mentioned as a concern.

The ongoing failure to carry out grass-cutting on the corner of Vale Road and the Main Road was also mentioned as an issue of concern.

Matter to be tabled for discussion in July. The Clerk advised that this regular agenda item was only for public representation on matters tabled for discussion, and that other matters of concern should properly be advised to the council in advance.

### Approval of minutes of the 2024 A.G.M. and May 2024 monthly meeting

The minutes were approved as written (proposer C'llr Derek Jones, seconder C'llr Robin Howells), and signed by the Chairman.

### Matters arising

**White lining, Houghton.** A response had been received from P.C.C. The work to complete the white-lining would be incorporated into their works schedule, but no timetable provided for this.

**Burton Ferry toilet block.** Nothing further heard to date, and no further response necessarily anticipated.

**Speed-activated signage, Burton.** Members confirmed that the signage was working well at present. No further substantive response had been received from Coeval regarding the proposed realignment of the sign. C'llr Scott Sinclair suggested that the unit's batteries may be approaching the time when they would need replacing.

**Information board, Houghton Green.** Currently with C'llr Paddy McNamara for action.

## Plans

### **Application consultations received**

**24/0063/PA** - Erection of two storey dwelling; Site Address: Plot 4, Kiln Park, Burton Ferry, Milford Haven, Pembrokeshire, SA73 1NY - No comment.

**24/0092/PA** - Outline Planning for one residential 1 1/2 storey dwelling; Site Address: Bonnicot, BURTON, Milford Haven, Pembrokeshire, SA73 1NX - No comment.

**24/0101/PA** - Replacement farm building with farm diversification building with meet and greet reception area for kennels and caravan/camping club, farm office, gin tasting function room (fifth clock) and annex for son in association with farm operations/ business; Site Address: Nash Mountain Farm, SARDIS, Haverfordwest, Pembrokeshire, SA62 4NS - No comment.

### **Decisions notified**

**23/0769/PA** - Erection of a two storey dwelling, garage and floating boat shed with associated parking and landscaping works; Site Address: Plot 2, Kiln Park, Burton, Milford Haven, SA73 1NY

**23/0879/PA** - Refurbishment and Extension to existing cottage; Site Address: Ranscombe, 56 , C3007 Junction Ashdale Lane To Junction Nolton Cross Farm, Hill Mountain, Milford Haven, SA73 1NB

**24/0067/PA** - Non-material amendment of planning permission 23/0414/PA; Site Address: Hazelgrove, HOUGHTON, Milford Haven, Pembrokeshire, SA73 1NN

## Correspondence

- 01) P.C.C. - Response to queries about road drainage in Hill Crescent, and clearance of footpath between Hill Mountain and Sardis - noted.
- 02) P.C.C. - Response to message sent in concerning white-lining of carriageway edge in Houghton - dealt with in 'Matters Arising' above.
- 03) Coeval - Further holding response regarding realignment of signage in Burton - noted.
- 04) P.C.C. - Notification of completion of cutting back work on footpath at Prince of Wales Close - noted.
- 05) Internal auditor - Internal audit report on 2023/24 accounts - dealt with in 'Accounts' below.
- 06) P.C.C. - Response to message sent in about trees in Oxland Lane - noted.
- 07) Treeworks - Tree report on trees in Houghton Playpark and Playing Field - agenda item to be tabled for discussion in July to consider needed actions.
- 08) Infinity Play - Playground inspection reports - noted.
- 09) P.C.C. - Confirmation of completion of formal registration of Jubilee Hall address - noted.
- 10) J.C.P. Solicitors - Request for formal approval to release deed copies for Jubilee Hall - dealt with in agenda item below.
- 11) John Mathias - Message of resignation from community council - Clerk to send a letter of thanks for his service to the community council. Clerk to instigate process for replacement.
- 12) P.C.N.P.A. - Consultation on policy for approval of caravan sites in National Park - noted.

## Accounts

### **Payments**

Treeworks (tree inspection survey and report)	:	£494-58
Batemans Gardening (work at Burton Ferry)	:	£ 60-00
Denise Mayr (internal audit of 2023/24 accounts)	:	£100-00
Fraser James (grass cutting, playing field, INV-0065)	:	£ 70-00
Fraser James (grass cutting playing field, INV-0071)	:	£ 60-00
P.C.C. (administration fee for address registration of Jubilee Hall)	:	£ 75-00

Clerk (salary and fixed expenses, April-June, including £86-60 for work on annual asset risk assessment)	:	As per contract
H.M.R.C. (P.A.Y.E. tax on Clerk's salary)	:	As per contract
Paddy McNamara (Member and consumables allowance, 2024/25)	:	£208-00
Fiona Hart (Member and consumables allowance, 2024/25)	:	£208-00
Robin Howells (Member and consumables allowance, 2024/25)	:	£208-00
Vicky White (Member and consumables allowance, 2024/25)	:	£208-00
Laurence Price (Member and consumables allowance, 2024/25)	:	£208-00
Peter Griffiths (Member and consumables allowance, 2024/25)	:	£208-00
Nia Phillips (Member and consumables allowance, 2024/25)	:	£208-00
Derek Jones (Member and consumables allowance, 2024/25)	:	£208-00
John Evans (Member and consumables allowance, 2024/25)	:	£208-00
Scott Sinclair (Member and consumables allowance, 2024/25)	:	£208-00

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

[NOTE - one further payment of £1000 for the Chairman's allowance separately minuted below].

#### **Optional Member allowances for 2024/25.**

Members approved the optional Chairman's allowance to be paid to C'Ilr Paddy McNamara for 2024/25, in the sum of £1000 (proposer C'Ilr Derek Jones, seconder C'Ilr John Evans).

Discussion on other optional allowances to be placed on agenda for discussion in September.

#### **Internal audit report for 2023/24 accounts**

The internal audit report for the 2023/24 accounts had been received and circulated to all Members. Members formally accepted the report (proposer C'Ilr John Evans, seconder C'Ilr Robin Howells).

#### **Completion of Annual Governance Statement / accounting statement for 2023/24 accounts**

The annual governance statement and accounting statement for 2023/24 were considered and formally completed and approved by Members (proposer C'Ilr John Evans, seconder C'Ilr Robin Howells).

#### **Discussion of parking problems at Cleddau Reach School**

C'Ilr Laurence Price commented on the fact that this was an ongoing problem that had existed since the school was opened. C'Ilr Danny Young commented that it reflected similar problems at other schools around the County. Members noted that the school fell outside the Burton community area. However, since much of the Burton community was included within the catchment area of the school, it was viewed as a matter of legitimate concern for the community council. Clerk to write to C'Ilr Michael John (councillor for the Llangwm area), raising the issue, and asking for his views on the matter (proposer C'Ilr Laurence Price, seconder C'Ilr Robin Howells).

#### **Discussion of surface water problems in Hill Crescent**

Deferred for discussion in July, when it was hoped that C'Ilr Peter Griffiths would be present.

#### **Any necessary discussion of ownership / title deed issues relating to Jubilee Hall**

Members were concerned at the process for appointing and updating trustees of the hall ownership, and at the lack of understanding of the legal position on this. Clerk to pursue obtaining the deed copies. Matter to be placed on the July agenda for further discussion if the deeds had been obtained. In the meantime, Clerk to seek legal advice from the solicitor regarding the legal situation.

#### **Discussion of dog-fouling problems in community**

Defer for discussion in July, when it was hoped that C'Ilr Fiona Hart would be present.

**Any necessary discussion / updates on future community events**

Nothing to report this month.

**Any other business**

**Trees at the back of Jubilee Hall.** C'llr John Evans raised concerns about the condition of some trees around the Jubilee Hall. Agenda item to be tabled for discussion in July, though it was mentioned that this would ultimately be a Jubilee Hall Committee area of responsibility.

**Grass area on corner of Vale Road and Main Road.** C'llr Laurence Price raised concerns over the lack of grass-cutting on this area, and the proliferation of 'For Sale' signs. These matters were noted as being a P.C.C. area of responsibility.

**Houghton Common.** C'llr Laurence Price mentioned an ongoing issue with contractors using the common for parking their plant and vehicles.

**Barnlake area.** C'llr Scott Sinclair mentioned recent activity on the site at Barnlake that had been granted planning consent for residential development some years previously. There was concern to ensure that the public right of way from the highway down to the water frontage was protected during / subsequent to development. Matter to be placed on agenda for discussion in July. In the meantime, the Clerk undertook to research comments previously made on this matter, to inform the discussion.

**Grass area at entrance of Prince of Wales Close.** C'llr Derek Jones mentioned an ongoing issue with a skip placed on the grass area, and seemingly on a semi-permanent basis. Matter to be tabled for discussion in July.

**July monthly meeting.** Meeting to be scheduled for Tuesday 2nd July, to prevent a clash with hall preparations for the general election scheduled for Thursday 4th July.

The meeting ended at 8-05pm. Next meeting to be held at 7pm on Tuesday 2nd July 2024.