

BURTON COMMUNITY COUNCIL

Minutes of the monthly meeting held in the Jubilee Hall, Houghton, and also online via the Zoom videoconferencing platform, on Wednesday 5th April 2023, 7pm.

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

Apologies: C'llr Peter Griffiths

Declarations of known interests

C'llr Paddy McNamara declared a personal and prejudicial interest in the planning application ref. NP/23/01/3/FUL, as he was the applicant.

Opportunity for public representation on tabled agenda items

No members of the public were present.

Approval of minutes of the March 2023 monthly meeting

The minutes were approved as written (proposer C'llr Robin Howells, seconder C'llr John Evans), and held by the Clerk for subsequent signature by the Chairman.

Matters arising

Sardis Planning Enforcement. No change.

Litter bins at Houghton. Nothing further heard from P.C.C. Clerk to follow up with P.C.C. implementation of actions agreed.

Public toilets, Burton Ferry. Response still awaited from P.C.C. with details of legal agreement. Clerk to continue to chase up.

Houghton Playing Field. Members noted that cutting had not yet commenced. Clerk to contact George Bevan to enquire about the planned timetable, and to stress the importance of the field being in good order ready for the Coronation weekend.

One Voice Wales. The Clerk had obtained confirmation that legal advice cover was available via the Zurich insurance policy held. This being the case, Members resolved not to renew the O.V.W. membership for the forthcoming year (proposer C'llr Paddy McNamara, seconder C'llr Vicky White). Clerk to inform O.V.W. accordingly.

Plans

Applications received

NP/23/01/3/FUL - Proposed two storey side extension, new porch extension and raised Balcony; Location: Rhooseferry Farm Cottage, Rhoose Ferry Road, Burton, Milford Haven, SA73 1PE [NOTE – C'llr Paddy McNamara left the room during consideration of this application] - no comments.

22/0829/MD – Discharge of Section 52 Agreement; Site Address: The Copse, HOUGHTON, Milford Haven, Pembrokeshire, SA73 1NN – no comments.

22/1069/PA – Variation of condition 2 (approved plans) of ref. 22/0644/PA (Proposed new dwelling, double garage, workshop/store on vacant plot incl. vehicular access / parking & turning area plus new garden / hobby room / store to rear garden of Burngate Cottage - Vacant plot adjacent to Burngate Cottage & rear garden of Burngate Cottage, Kiln Park, Burton Ferry, Milford Haven, Pembrokeshire, SA73 1NY), to allow amendments to the design; Site Address: Burngate Cottage, Kiln Park, BURTON FERRY, Milford Haven, Pembrokeshire, SA73 1NY – no comments.

22/1112/PA – Variation condition 2 of planning permission 08/0687/PA and supplemental reserved matters consent 11/0430/PA to allow for amendments to approved plans for Plot 6; Site Address: 6, Ashmoor Gardens, HOUGHTON, Milford Haven, Pembrokeshire, SA73 1PQ – no comments.

Consents issued (for information)

22/0874/PA - Alterations & Extension of a family home; Site Address: Forest Hill, Thurston Lane, SARDIS, Milford Haven, Pembrokeshire, SA73 1LD

Correspondence

- 1) George Bevan – contract acceptance for grass-cutting, Houghton Playing Field – noted.
- 2) P.C.C. – Holding message about lease at Hill Crescent land – noted.
- 3) Local resident – concerns over excavations and land use at Badgers’ Wood – Clerk to report to Police and P.C.C., and seek follow up on previous contacts. Members were of the view that the development appeared to be in connection with a motor-racing track.
- 4) P.C.C. – Final approval / funding agreement for grant for Houghton Playpark – noted.
- 5) I.C.O. – Data protection registration renewal reminder – dealt with in ‘Accounts’ below.
- 6) W.A.O. – 2022/23 audit information – left with Clerk to deal with in the normal way.
- 7) Coeval – confirmation of extended warranty activation for speed-activated signs – noted.
- 8) Treeworks – reminder of work required to remove trees at Houghton Playing Field – C’lr Paddy McNamara had asked Birch Utilities to look at the trees around the perimeter of the playing field. These were needing to be removed by late April according to the tree survey carried out previously. The inspection had revealed an enormous amount of Ash Dieback, well in excess of the levels outlined in the Treeworks report, with all the affected trees needing to come down urgently on safety grounds. The quoted cost had been £3800 + VAT. This could be arranged within the next 10 days or so if approved. The Clerk advised that the standing order dealing with the standard requirement for two quotations for the work would need to be suspended if the quotation was to be accepted, as there was no second quotation available for comparison. Members resolved to invoke standing order 26.3 to suspend standing order no. 24.1 for the remainder of the meeting, to enable the quotation from Birch Utilities to be accepted (proposer C’lr Paddy McNamara, seconder C’lr Robin Howells). This was deemed necessary on health and safety grounds, and in the belief that the quotation was reasonable given the extent of work required. Members then proceeded to resolve to accept Birch Utilities’ quotation for the tree removal at the Houghton Playing Field (proposer C’lr Vicky White, seconder C’lr Scott Sinclair). C’lr Paddy McNamara to notify Birch Utilities, and to inform Members in advance of the day when the work was scheduled to be carried out.
- 9) Local resident – emails about foam on waterway – C’lr Scott Sinclair considered this to be a serious issue that should be looked into, as it raised questions over quality of water in the Haven, and the effectiveness and adequacy of the entire sewage disposal system in use locally. C’lr John Mathias wanted to stress that, in his opinion, the foam was not originating from agricultural land. Clerk to send a letter to D.C.W.W. / N.R.W. to ask to be kept fully informed of the progress of their investigation (proposer C’lr Paddy McNamara, seconder C’lr Robin Howells).

Accounts

Payments

Nik Prenga (bench fitting)	:	£480-00
Nik Prenga (bench materials)	:	£149-50
I.C.O. (data protection registration)	:	£ 40-00
Wales Audit Office (2021/22 audit fees)	:	£243-00
Bateman Gardening Services	:	£100-00
Birch Utilities	:	£2880-00

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

C’lir Paddy McNamara informed Members that he had purchased three oak benches for use in the wild area. He kept the paperwork / receipts for these, and did not seek reimbursement at the time, but held this for a future meeting.

Income

B.D. Summons (contribution towards Houghton Playpark project) : £ 100-00 [NOTE – the cheque from B.D.S. was in the possession of C’lir Paddy McNamara, who undertook to pass it to the Clerk at a future date].

Interim end of year accounts statement

The Clerk had circulated an interim end of year accounts statement for Members’ information, and this was duly noted.

Discussion of progress on proposed project at Houghton Play area

Members were informed that the Enhancing Pembrokeshire grant had been finally approved, and was now in place. C’lir Paddy McNamara wished to thank everyone who had assisted with this to date. The last tree had been felled in the area the previous day. The playpark had been closed on safety grounds for the time being. Posters notifying residents of this had been placed in the community noticeboards, and on the playpark gate / fence.

C’lir Fiona Hart informed Members that the wild area had been largely cleared. It was now planned to seek detailed landscaping advice on how to proceed with the development of the area.

C’lir Scott Sinclair confirmed that the two new benches arranged via the PAVS grant had now been installed, but that landscaping of the area around them would need to be thought through. Members to let Clerk have photos of new benches, for use in completing the grant administrative formalities required.

Members resolved to formally accept the Adventure Playground Wales quotation for the playpark installation (proposer C’lir Derek Jones, seconder C’lir Nia Phillips). C’lir Paddy McNamara to inform them accordingly, and ask them to liaise with Clerk over exact start dates and arrangements.

Members approved the fencing quotation from Richard Stevens (proposer C’lir Robin Howells, seconder C’lir Fiona Hart). C’lir Paddy McNamara to inform them accordingly.

Clerk to submit an application for the newly announced PAVS grant scheme just notified, in an attempt to secure further grant funding for the scheme.

It was mentioned that the telegraph pole in the playpark by the corner with the main road was seriously leaning, and in the wild area there was a cable lying on the ground. Clerk to contact BT Openreach about this, ask them for works to be carried out to repair these, and also ask about wayleave payments that may be due.

Discussion of development of land at Hill Crescent for community use

Members were informed that formal lease documentation was still awaited from P.C.C.

Discussion / adoption of revised community asset and financial risk assessments

The asset and financial risk assessments had been reviewed and updated by the Clerk, and circulated to all Members. Members voted to accept these (proposer C’lir Robin Howells, seconder C’lir John Evans).

Discussion / adoption of 2023 Annual Report

The Clerk had prepared a 2023 annual report, and this had been circulated to all Members in advance of the meeting. Members voted to adopt this as drafted (proposer C’lir Robin Howells, seconder C’lir Scott Sinclair). Clerk to publish on webpage.

Discussion of Independent Remuneration Panel 2023 report requirements

Members resolved to retain the situation regarding optional determinations unchanged from the previous year, as confirmed in the June 2022 meeting (proposer C’lir Robin Howells, seconder C’lir Fiona Hart). Regarding the mandatory payments to all Members, it was agreed that these would be scheduled for payment at the May meeting to all Members who had not waived these in writing to the Clerk by email or otherwise.

Discussion of support for planned Coronation events

C’lir Nia Phillips informed Members that plans were in hand for a Coronation event to be held on the Houghton Playing Field on Sunday May 7th. It was hoped that this would be a successful and enjoyable community event, attended by as many as possible. It was hoped to use the opportunity to carry out some fundraising for the Houghton Playpark project at the same time on the day.

C’lir Fiona Hart mentioned that it was planned to produce a leaflet for distribution around the community, and use the opportunity to discuss the playpark with residents while delivering the leaflets.

Elements of the event mentioned included a marquee, generator electricity supply, Pizza Girls, ice cream van, local produce stall, competitions, tractor rides, etc.

Event to commence at 12-30pm. Clerk to issue an invitation to P.C. Neil Lees, and P.C.S.O. Adam Thomas.

Discussion of arrangements for ongoing maintenance of Burton Ferry Boat Garden

C’lir Scott Sinclair informed Members that arrangements had been made for Bateman Gardening Services to look after the area on an occasional basis. The current payment of £100 for initial work undertaken had been approved in ‘Accounts’ above. C’lir Scott Sinclair proposed around 3hrs / month on average to be agreed for maintenance of the area until March 2023 (apart from the winter months), this to be arranged as needed, and invoiced as work was done, up to a maximum of £500. Members were very appreciative of what had been done, and agreed the proposal as outlined (proposer C’lir Scott Sinclair, seconder C’lir Fiona Hart).

Any other business

Hand pump opposite Burton church. C’lir John Mathias raised a question about the status of the well on land close to the church. It was not certain who had ownership of / responsibility for the pump, and whether or not it was a community asset. Matter to be tabled as an agenda item for discussion in May.

Houghton Village highway improvements. Clerk to enquire about the current situation with works that had been understood to be planned in the village, but seemed to have slipped off the radar. Matter to be tabled as an agenda item for discussion in May.

Common land, Vale Road. C’lir Laurence Price raised the issue of whether P.C.C. could be asked to give this area a grass cut once or twice a year. He pointed out that this had historically been the case, but that the area had been removed from their cutting schedules for unknown reasons.

The meeting ended at 8-35pm. Next meeting to be held at 7pm on Wednesday 3rd May 2023, to commence with the 2023 A.G.M.