

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 15th April 2015

Councillor Andrew Phillips (Mayor)

Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, John James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, David Owens, Michael Theodoulou, Mrs Moira Thomas and County Councillor Hugh Shepardson.

In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer), John Ridgway (Technical Services Officer)

(Former OAP Hall, 7.00pm – 9.15pm)

196. Opening Prayer

The opening prayer was given by Cllr Graham Davies.

197. Personal Matters

Apologies were received from Cllrs Stephen James, Mrs Susan Northam, Mrs Mary Wenman and Hefin Williams.

198. To receive Members' Declarations of Interest in respect of the business to be transacted

Members confirmed their usual declarations of interest.

199. Police Business

PCSO Phillip Davies was in attendance and presented the police report, as set out below:-

During the month of March 2015, 38 crimes have been reported in the Burry Port section up from 21 in the same period last year.

Within the month of March officers have had to attend to 182 calls, 36 of these needed an immediate response, 52 had to be answered within the hour and 58 were registered as simply needing attendance with another 36 not needing a response.

Crimes of note:

Criminal Damage

There have been 5 recorded cases of criminal damage in March. One of which was a vehicle had its wing mirror damaged in New Street, Burry Port, enquiries have been conducted but have led to no suspects being identified.

Burglary

There were 2 recorded burglaries during March in the Burry Port section, one of which was domestic related and another was whereby a motorcycle was taken from a shed in the Pembrey area. The bike was eventually recovered and given back to the owner but no suspects were identified.

Anti-Social Behaviour

There were 7 anti-social behaviour calls in March, with no calls in relation to the town centre.

Drug Offences

In March there were 4 drug offences recorded in the Burry Port section, all of which were for possession of cannabis and have been dealt with accordingly.

Cllr Mrs Pat Jones referred to the fact that there had been many OWL messages recently. PCSO Phillip Davies advised that these would be reported in next month's meeting but indicated that there had been a spate of criminal damage incidents, mainly in the Church Road and Tyle Teg areas.

PCSO Phillip Davies also made reference to the PACT meetings and he informed members that residents were commenting on the lack of Pembrey Councillors at the meeting. It was stated that there is sometimes a clash of meetings and also, an explanation had been provided as to why Cllr David Owens was unable to attend these meetings.

200. To confirm the minutes of the meeting held on 18th March 2015

The minutes of the Town Council meeting held on 18th March 2015 were accepted as a true record.

201. Information from the aforesaid minutes

P131 (181) Report of the TSO – Wales in Bloom/Britain in Bloom 2015

Cllr Mrs Moira Thomas advised that she had attended the RainScape meeting earlier that evening and that it appeared that they would be digging up under the railway station when the judging will be taking place. County Councillor Hugh Shepardson advised that he did not think the work would be by the railway. Cllr John James indicated that he had further information and would provide this as part of his report later on in the meeting. Cllr Mrs Moira Thomas suggested that a Wales/Britain in Bloom sub group meeting should be arranged for progress to be discussed.

P137 (187) Mayor's Report

Cllr Mrs Moira Thomas congratulated the Mayor on the success of the recent rock concert held at the Memorial Hall.

P137 (189) Pembrey and Burry Port Heritage Group

Cllr Graham Davies advised members that the project enquiry had now been submitted and a response had been received that day which was favourable. He indicated that the Heritage Group has now been invited to proceed to the next stage. Furthermore, a considerable amount of advice had been provided in connection with the bid, to include reducing the vision, which would in turn reduce costs.

Cllr Graham Davies also referred to an “Ann Frank” tree ceremony, which had previously been discussed. He confirmed that having made contact with the local schools, these would all be delighted to accept a tree each. He suggested that something be arranged for this term, once the trees have been obtained.

202. Report of the Technical Services Officer (TSO)

Cemetery

Burials

During the month of March 2015 there have been 5 burials, 1 scattering of ashes and 1 burial of ashes.

Wales in Bloom /Britain in Bloom 2015

1 Work has commenced on the site that Glan-y-Mor School pupils designed to commemorate Twm’s Cinema which once stood on the site, their carpentry class will endeavour to construct two cinema benches.

2 Work has also commenced on the RNLI garden south of the Clwb Bach Roundabout.

3 The TSO had a meeting with members of the Bowling Club who are very interested in getting involved in the competitions.

4 Pembrey Gardening Club are going to plant a bed in the Memorial Gardens to commemorate World Wars 1&2.

5 TSO still in discussions with Welsh Government Transport Dept regarding Wales in Bloom signs to be located at road entrances to Pembrey and Burry Port.

6 The Pembrey Over 60s Club have expressed an interest in being involved.

7 Banners to highlight the competitions will be erected in Burry Port and Pembrey next week.

A query was raised as to whether Pembrey school had been contacted. The TSO confirmed that he had made contact with the school and that it had wished to plant at Court Farm. However, this had not been suitable and therefore, two other beds had been suggested but as yet, he had not heard back from the school.

Memorial Hall

1 Furniture to be delivered w/c 13th April 2015.

2 The Mood Lighting has been ordered and installation will take place approx. end of April.

Pembrey Memorial Hall

The water heater in the foyer has now been repositioned and the emergency lighting will be installed w/c 13th April as per the Fire Officers requirements. New external lights will be installed w/c 13th April.

Lamp Post Banners

Bannerflex are currently manufacturing the banners and these will be available in approximately 3 weeks time.

A member raised that at the recent Regeneration and Leisure Committee meeting, there had been an issue in relation to the density of the colours being used. The TSO confirmed that the colours had been darkened and a sample had been provided.

Institute

Dyfed Alarms will commence a fire alarm upgrade w/c 27th April.

Copperworks –Planning

David Darkin will meet Robert Davies Planning Officer on the 15th April to confirm scope of requirements for the planning application.

The TSO advised that the Planning Officer may require other things to be undertaken, such as a bat survey or contamination survey and this information would be available in due course. It was confirmed that once more details were known, information would be brought back to the Town Council.

203. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 5th March 2015

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 5th March be signed and accepted as a true record.

Matters Arising

P2 (7) Update on marketing and promotion of the Memorial Hall

A member queried if Pembrey Memorial Hall could be included in the marketing and promotion work to be undertaken in conjunction with Coleg Sir Gar.

204. Report of the Responsible Finance Officer (RFO)

The RFO, Alan Howells, presented his report, as set out below:

1. Bank

The following cash balances are held with Lloyds at 31st March 2015 :-

| | Balance at bank | Unpresented cheques | Council cash book balance |
|---------------------------------|--------------------|---------------------|---------------------------|
| | £ | £ | £ |
| Business Instant Access account | 194,309.43 | | 194,309.43 |
| Community Account | 28,760.12 | 3,910.08 | 24,850.04 |
| Imprest account | 368.76 | | 368.76 |
| | £223,438.31 | £3,910.08 | £219,528.23 |

2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st March 2015:-

| Supplier | Details | Ref | Cost ex Vat £ | VAT | Total cost |
|---------------------------------|---|----------|------------------|-------------|--------------|
| Consortium | Cleaning materials - toilets | 1 | 33.18 | 6.64 | 39.82 |
| Consortium | Cleaning materials - Memorial hall | 1 | 62.82 | 12.57 | 75.39 |
| Consortium | Cleaning materials - Memorial hall | 1 | 7.99 | 1.60 | 9.59 |
| Burry Port Senior Citizens Club | Special - Donations | 9 | 100.00 | | 100.00 |
| Cymdeithas Cymrodion | Special - Donations | 9 | 100.00 | | 100.00 |
| Burry Port Town Band | Special - Events | 9 | 200.00 | | 200.00 |
| PC World | Admin - Printer and cartridges | 3 | 227.32 | 45.45 | 272.77 |
| PC World | Institute | 1 | 10.84 | 2.16 | 13.00 |
| Amberol | Special - Floral displays | 9 | 95.50 | 19.10 | 114.60 |
| British Gas | Pembrey Memorial Hall - Electricity | 1 | 118.62 | 6.99 | 125.61 |
| Travis Perkins | Institute | 1 | 85.27 | 8.82 | 94.09 |
| Travis Perkins | Institute | 1 | 325.00 | 65.00 | 390.00 |
| Travis Perkins (credit note) | Institute | 1 | -325.00 | -65.00 | -390.00 |
| British Gas | Gas - Memorial Hall | 1 | 706.85 | 141.37 | 848.22 |
| Owen Fuels | Oil - Pembrey Memorial Hall | 1 | 1050.00 | 52.50 | 1102.50 |
| Brian Thomas | Refurbishments - Pembrey Memorial Hall | 1 | 1017.00 | | 1017.00 |
| Islwyn Rees | Refurbishments - Pembrey Memorial Hall | 1 | 540.00 | | 540.00 |
| IWEC | Maintenance - Pembrey Library/Serendipity | 1 | 2758.00 | 551.60 | 3309.60 |
| IWEC | Maintenance - Memorial Hall | 1 | 65.75 | 13.15 | 78.90 |
| SSE SWALEC | Copperworks | 1 | 29.22 | 1.46 | 30.68 |
| BT | Hall | 1 | 448.33 | 89.66 | 537.99 |
| R. Morgan Roofing | Maintenance - Pembrey Memorial Hall | 1 | 220.00 | | 220.00 |
| JNC (Fire Protection) Ltd | Institute | 1 | 31.75 | 6.35 | 38.10 |
| British Gas | Electricity - Pembrey Memorial Hall | 1 | 82.87 | 4.14 | 87.01 |
| Plusnet | Admin | 3 | 15.00 | 3.00 | 18.00 |
| Cathedral Leasing | Memorial Hall | 1 | 64.98 | 13.00 | 77.98 |
| Furniture@work | Institute | 1 | 85.00 | 17.00 | 102.00 |
| JNC (Fire Protection) Ltd | Pembrey Memorial Hall | 1 | 141.85 | 28.37 | 170.22 |
| JNC (Fire Protection) Ltd | Institute | 1 | 272.35 | 54.47 | 326.82 |

| | | | | | |
|---------------------------|------------------------------|---|----------|---------|----------|
| Biffa | Hall | 1 | 74.72 | 14.94 | 89.66 |
| Biffa | Cemetery | 4 | 84.36 | 16.87 | 101.23 |
| BT | Admin | 3 | 39.50 | 7.90 | 47.40 |
| BT | Admin | 3 | 20.00 | 4.00 | 24.00 |
| | Cleaning materials - Pembrey | | | | |
| Consortium | Memorial hall | 1 | 54.55 | 10.92 | 65.47 |
| | Special - Bus shelter | | | | |
| CCC | contribution | 9 | 1500.00 | | 1500.00 |
| Darren Daniel | Memorial Hall | 1 | 55.00 | 11.00 | 66.00 |
| Broxap | Institute | 1 | 540.00 | 108.00 | 648.00 |
| Parker Plant Hire | Hall - Storage | 1 | 56.00 | 11.20 | 67.20 |
| Parker Plant Hire | Hall - Storage | 1 | 56.00 | 11.20 | 67.20 |
| Xerox (UK) Ltd | Admin | 3 | 30.05 | 6.01 | 36.06 |
| Post Office | Cemetery - Vehicle tax | 4 | 225.00 | | 225.00 |
| Chivers Corner Garage | Cemetery | 4 | 61.97 | 12.40 | 74.37 |
| British Gas - Electricity | Copperworks | 1 | 12.58 | 0.62 | 13.20 |
| British Gas - Electricity | Institute | 1 | 265.89 | 53.17 | 319.06 |
| British Gas - Electricity | Old Pembrey school | 1 | 229.17 | 45.83 | 275.00 |
| British Gas - Electricity | Hall | 1 | 215.84 | 43.16 | 259.00 |
| British Gas - Electricity | Cemetery | 4 | 224.42 | 44.88 | 269.30 |
| British Gas - Electricity | OAP Hall | 1 | 32.15 | 1.60 | 33.75 |
| Travis Perkins | Pembrey Memorial Hall | 1 | 66.19 | 13.24 | 79.43 |
| Travis Perkins | Institute | 1 | 6.24 | 1.25 | 7.49 |
| Myrddin Garden Machinery | Cemetery | 4 | 50.45 | 10.09 | 60.54 |
| Mike Clarke Printing | Mayoral concert | 9 | 64.00 | 12.80 | 76.80 |
| CCC | Admin - Payroll SLA | 3 | 900.00 | 180.00 | 1080.00 |
| Consortium | Youth club contribution | 9 | 154.99 | 31.00 | 185.99 |
| Consortium | Youth club contribution | 9 | 234.99 | 47.00 | 281.99 |
| Consortium | Memorial Hall | 1 | 16.69 | 3.34 | 20.03 |
| Atech Signs & Graphics | Institute | 1 | 135.00 | 27.00 | 162.00 |
| BT | Admin | 3 | 153.27 | 30.65 | 183.92 |
| Joanne Chilvers | Admin - Website | 3 | 49.50 | | 49.50 |
| SA1 Laundry | Memorial Hall | 1 | 16.96 | 3.39 | 20.35 |
| Tradepoint | Pembrey Memorial Hall | 1 | 15.62 | 3.13 | 18.75 |
| PC World | Admin | 3 | 141.68 | 28.32 | 170.00 |
| Powercut | Cemetery | 4 | 76.21 | 15.24 | 91.45 |
| IWEC | Pembrey Memorial Hall | 1 | 46.00 | 9.20 | 55.20 |
| Darren Daniel | Memorial Hall | 1 | 550.00 | 110.00 | 660.00 |
| Darren Daniel | Institute | 1 | 140.00 | 28.00 | 168.00 |
| | | | <hr/> | <hr/> | <hr/> |
| | | | 15165.48 | 2036.75 | 17202.23 |

The RFO highlighted some of the unusual payments. Some payments had been made in relation to refurbishment work at Pembrey Memorial Hall, although payment has already been received from the County Council last year. Also, some electrical work had been undertaken on the former Pembrey school. A bus shelter contribution of £1,500 had been made to Carmarthenshire County Council. Also, the Town Council had made a payment to Carmarthenshire County Council for the payroll SLA.

There was some discussion in relation to the Youth Club contribution and what this had been used for to date. The Clerk advised that some equipment had already been ordered and paid for but there were additional items to order and these had been awaiting an appropriate trade account being opened on behalf of the Town Council. There was discussion as to whether the full allocated £10,000 was required by the Youth Club, as it already appears to be well

equipped. The Clerk advised members that when she had previously met with the youth workers, they had enquired as to whether it was possible for some of the funds to be used for excursions. At the time, the Clerk had advised the youth workers that the purpose of the funds was for the purchase of equipment. However, after discussing the matter, members now felt that the Council should be more flexible and consider proposals to convert some of the money from capital to revenue, if this was what was required by the Youth Club. It was therefore **APPROVED** that the Clerk would liaise further with the youth workers, for them to provide their proposals for spending the remainder of the funds.

3. Petty Cash

Payments made from 1st to 31st March
2015

| | | |
|--|---------------|---------------------|
| Daffodils - Cawl Cennin | 5.00 | 5.00 |
| CM phonecard | 10.00 | 10.00 |
| Coop- Llanelli Star & biscuits | 5.48 | 5.48 |
| BP stores - biscuits | 1.90 | 1.90 |
| D&A Heel bar - Lock for bins | 5.98 | 5.98 |
| Total payments made from petty cash | £28.36 | £0.00 £28.36 |

4. Budget Monitoring Report

The Budget monitoring report for the period 1st April 2014 to 28th February 2015 has been circulated to Members.

The RFO advised that as at the end of February 2015, income and expenditure should be 91.7%.

The RFO informed members that confirmation had now been received that the Council will shortly be receiving the footpath grant, although this is still currently awaited.

Employees' costs are within budget, as are administration costs. The RFO advised that the payroll SLA will be paid in March.

Civic expenditure is within budget. There is still some expenditure payable in relation to the Cawl Cennin. The RFO advised that this has now been paid and will be seen on the budget monitoring report next month.

Expenditure on the cemetery/footpaths is just over budget. This takes into consideration approved virements, which have been included.

Expenditure on the Hall and Institute is on budget and the RFO highlighted that the Hall PWLB loan payment had been made in February.

In relation to the Hall refurbishment costs, confirmation has been received that the grant is in the process of being paid.

Expenditure on the Copperworks is well below budget.

Expenditure on the former Pembrey School is within budget but there will be some expenditure on repairs and maintenance.

Expenditure on Pembrey Memorial Hall is within budget.

In relation to Special Projects, this expenditure is within budget but a payment has now been made for the bus shelter contribution.

The RFO advised that the overall net expenditure is just under 85% and is therefore within budget.

205. To consider the report of the Finance Committee meeting held on Monday 9th March 2015

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 9th March be signed and accepted as a true record.

Matters Arising

P3 (6) Budget Monitoring and recommended virements

Members **APPROVED** that the virements referred to be made.

P3 (7) Consideration of the appointment of an internal auditor

Members were updated that One Voice Wales had provided a quote for conducting an internal audit for the Council. This was twice the cost of what had been paid in recent years but was based on the audit taking a longer period to complete. Members were also advised that enquiries were being made with local accountants who have auditing experience.

206. To consider any planning applications

| <u>Application No.</u> | <u>Name and Address of Applicant</u> | <u>Description of Application</u> |
|-------------------------------|--|---|
| S/30601 | Carmarthenshire County Council Former Grillo Site Burry Port | An enabling works scheme to serve the proposed development of the former Grillo site and masterplan sites site 5, 6 and 7, comprising of the construction of drainage infrastructure, a new vehicular entrance from the existing B4311 via new junction located to the immediate east of the Grillo site and pedestrian/cycle access via the existing Grillo site entrance. |
| S/31715 | Mr Bryan Rees 9 New Street Burry Port | Conversion of residential dwelling into three self contained flats and single storey rear extension. |
| S/31752 | Clive McDonald 17 Gwscwm Park Burry Port | First floor addition on existing garage. |
| S/30081 | Mr Peter Ward | Proposed 3 bedroom private dwelling |

Cllrs John James and Mrs Pat Jones highlighted their interest.

The Chair of the Planning Committee, Cllr Mrs Moira Thomas referred to planning application number S/31715. She informed members that the applicant had previously been given permission for two flats but was now seeking to convert the residential dwelling into three self contained flats. The recommendation of the Town Council's Planning Committee was that approval should be given, dependent on there being appropriate parking spaces.

Cllr Mrs Moira Thomas also advised that there had been considerable discussion at the Planning Committee meeting on application number S/30601, which related to the former Grillo site. Following the discussions, the recommendation was that approval should be given. The TSO added that there are six applications in relation to the former Grillo Site and this is only one of them. He confirmed that details had previously been provided but it had been thought that these were for information only. The TSO has had a recent discussion with the Planning Officer, who has informed him that there are objections to the applications from outside of the area. As yet, the Town Council has not responded and therefore, it is desirable that a letter be provided, indicating the Council's support. It was therefore **RESOLVED** that such a letter be sent.

207. To consider any County Councillors' reports

County Councillor Mrs Pat Jones advised that there had been a lengthy County Council meeting earlier that day when they had been discussing the contents of the Devolution, Democracy and Delivery White Paper 'Reforming Local Government: Power to Local People'.

208. To consider the Mayor's report

The Mayor advised that he had attended an event with 621 (Carmarthen) Squadron Air Training Corps on 26th March. The squadron were formally inspected as part of an annual competition to determine the best unit in the Air Training Corps. He also referred to the enjoyable Mayor's charity rock concert which had been held the previous Friday evening.

209. To receive nominations to appoint the Mayor (Elect) 2015/16

It was proposed by Cllr John James that Cllr Mrs Jean Hire be appointed the Mayor (Elect) 2015/16. This was seconded by Cllr Mr Robert John and was unanimously **RESOLVED**.

210. To receive nominations to appoint the Deputy Mayor (Elect) 2015/16

It was proposed by Cllr Mrs Moira Thomas that Cllr Mr John James be appointed Deputy Mayor (Elect) 2015/16. This was seconded by Cllr Mrs Pat Jones and was unanimously **RESOLVED**.

211. Update on issues relating to Pembrey Memorial Hall and the Former Pembrey School, following a meeting with County Council officers

The Clerk updated members in relation to the meeting which had taken place with Mr Jonathan Fearn and Mr Matt Morden of Carmarthenshire County Council, together with Pembrey councillors, the TSO and herself.

The Clerk informed members that it was evident from what was discussed with Mr Fearn, that he did not have full information upon the issues prior to the meeting.

In relation to Pembrey Memorial Hall, the position had been explained to Mr Fearn that no legal documentation had been received from the County Council to provide the Town Council with any legal status in having responsibility for the running of the Hall. This is despite the fact that the responsibility was accepted by the Town Council in April 2014. Two old deeds had been provided, both of which were illegible. Mr Fearn had therefore assured that the County Council's Legal Department would now progress this matter and this would include documenting the County Council's commitment to provide financial contributions for the first three years, as had been agreed prior to taking over the responsibility for the Hall.

In relation to the former Pembrey School, Mr Fearn had not had sight of the Schedule of Condition which had been produced in 1999 when the Town Council entered into the 15 year lease, which evidenced that dampness was a problem at that time. He was provided with this at the meeting, for his consideration. It was also discussed that presently, the cost of remedial work was unknown and it had therefore been requested that the County Council take steps to quantify this, as they have the expertise within their own staff to do so, which had been confirmed. Mr Fearn was also previously unaware of the work which the Town Council had carried out upon the library part of the former Pembrey School, which had been in a poor condition when the lease was taken on. He therefore accepted that this should be taken into consideration when negotiations take place, once a decision has been taken by the Town Council.

Once the extent and cost of the necessary work was known and Mr Fearn had had the opportunity of considering the Schedule of Condition, so that the Town Council's obligations could be ascertained, an informed decision could then be made on whether the Town Council wishes to retain the premises. If this was the Town Council's wish, then terms of a new lease could be agreed. Mr Fearn did confirm in the meeting that if the Town Council did not take on a new lease, the County Council would still keep the library open.

The Clerk advised members that she had been chasing up Mr Fearn for an update following the meeting. She advised that an email had been received from Mr Fearn that day, which she read out. This confirmed that arrangements had been made for someone from Property Services to inspect the former Pembrey School the following week, to provide an indication of the repair cost. Also, the email advised that the Legal Division of Carmarthenshire County Council were being instructed to resolve the issue in relation to Pembrey Memorial Hall.

Members who had been present at the meeting reiterated that it had been beneficial and had provided an opportunity for the issues to be openly discussed.

Members were informed that at the last Regeneration and Leisure Committee meeting, the Clerk had been asked to undertake a SWOT analysis in relation to the former Pembrey School, to form a basis for making an informed decision.

212. Consideration of the condition of Burry Port Harbour (referral from Town Council meeting of 18th March 2015)

Cllr Michael Theodoulou advised that at the Town Council meeting, he had requested this item to be included on the agenda. This is due to the fact that he has been approached on numerous occasions by persons who are frustrated with the condition of the harbour. He referred to the silting up of the harbour and the attempts to resolve this issue all having failed. He also referred to the pot holes and crumbling walls and the fact that the harbour public conveniences were closed over the recent Easter period.

Cllr Michael Theodoulou referred to the fact that the County Council is the sole owner of the harbour and that the neglect of the harbour had commenced well prior to the cutbacks. He also referred to the fact that there is a Harbour Forum, which is responsible for managing the harbour. This is meant to meet bi-monthly but he believed had not met for the last four years.

Due to the seriousness of the situation, Cllr Michael Theodoulou indicated that he would be seeking the Council's support for a public meeting.

County Councillor Hugh Shepardson advised that the issue had been raised in the previous week at a Community Scrutiny meeting. He informed members that a full report is due to come back to Community Scrutiny in the June meeting and he felt that this report should be awaited prior to calling a public meeting.

There was considerable discussion between members in relation to a public meeting being held. It was generally agreed that it would be beneficial to have a public meeting but not immediately. It was felt that full information should first of all be available, which could then be presented at a public meeting. Following the discussions, it was proposed and **RESOLVED** that the Town Council invite Carmarthenshire County Council's Chief Executive to attend to meet with members, so information upon the harbour could be obtained.

213. To consider Communications received

1. Letter from the Director of the Department for Education and Children at Carmarthenshire County Council. This refers to Cllr Mrs Shirley Matthews currently being the Minor Authority representative on the Governing body of Pembrey Primary School. The current term of office ceases on the 5th June 2015 and the letter advises that it is necessary for the Council to consider this vacancy. However, it states that there is nothing to prevent Cllr Matthews being reappointed, if that is the wish of the Council.

*Members **APPROVED** that Cllr Mrs Shirley Matthews be reappointed to the Governing Body of Pembrey Primary school*

2. Letter from the Deputy Minister for Culture, Sport and Tourism at the Welsh Government. This provides information on some forthcoming events which promote the heritage of the area. Children are being encouraged to explore historical monuments through "Kids go free" on Sunday 17th May. During September, Cadw also coordinates a month long "Open Doors" festival, which is an annual celebration of Wales' heritage and offers visitors free entry to much loved museums and other

historic buildings. The letter also seeks to encourage the local community to consider hosting their own events at local Cadw heritage sites, the nearest being Kidwelly Castle.

Noted.

3. Email from the Chief Executive of One Voice Wales on 23rd March 2015. This provides advance notification of the 2015 Annual Conference/AGM on Saturday 3rd October. Member Councils are invited to propose a maximum of two motions for debate at the AGM, which must be received at the One Voice Wales office no later than noon on 30th April, for consideration by the Conference Agenda Committee.

For motions to be acceptable, the following requirements must be met:

- a motion must reflect a national issue or problem – One Voice Wales cannot take forward motions that are only relevant to one particular Council (local issues can be dealt with at Area Committee meetings)
- each motion must be accompanied by a short explanatory note (not exceeding 150 words) in order that the Agenda Committee can fully understand the points being made.

The Motions Committee will sit in early May 2015 and Councils will be notified of the Committee's decision by the end of May.

If a Council's motion is accepted, then the names of the proposer and seconder need to be provided no later than three weeks prior to the AGM taking place. Both the proposer and seconder must be present at the AGM for the motion to be debated. A maximum of three minutes each will be allowed.

Noted.

4. Email from One Voice Wales on 24th March 2015. This provides information on a seminar with Julian Dobson, author of the book "How to save our town centres". Mr Dobson will discuss the kind of investments which will create places where people will want to live and socialise. The nearest event will be held at Cardiff University on Tuesday 28th April.

Noted.

5. Email from the Policy and Partnership Officer at Carmarthenshire County Council on 24th March 2015. This advises of current consultations, namely the possible introduction of Public Spaces Protection Orders (closes 5th May 2015) and Developing the Affordable Housing Plan: Your Homes, Your Future – Getting it right together (closes 29th May 2015). Views on the proposals can be given at <http://ilocal.carmarthenshire.gov.uk/consultations>.

Noted. Cllr John James highlighted the importance of the consultations, as he advised that Public Spaces Protection Orders includes dog orders.

6. Email from One Voice Wales on 25th March 2015, forwarding information from the Designated Landscapes Liaison Officer at the Welsh Government. A letter has been attached from the Chair of the Review of Designated Landscapes in Wales. This advises that there is an independent review being carried out concerning Wales' National Parks and Areas of Outstanding Beauty (AONBs), commissioned by the

Minister for Natural Resources. The review was commissioned in September 2014 to consider whether current arrangements will deliver the objectives that Wales' designated landscapes are equipped to meet current and future challenges, and they become internationally recognised exemplars for sustainability. In January 2015, the Review of Designated Landscapes in Wales reported on stage one which examined the purposes and duties of designated landscapes and whether there should be one designation covering both National Parks and AONBs. The Minister for Natural Resources has since provided an update concerning the Review and has written to the Chairman of the Review to set out the remit and terms of reference for stage two. The correspondence seeks the submission of written evidence upon designated landscape governance by 29th May 2015. The final report is then due to be delivered to the Minister for Natural Resources in late July 2015. Full information is available on the website

<http://gov.wales/topics/environmentcountryside/consmanagement/countrysidecoastalaccess/landscapes>. Copies are also available at the office.

Noted.

7. Email from One Voice Wales on 31st March 2015 forwarding information from the Welsh Government, advising that the Minister for Communities and Tackling Poverty has issued another Written Statement in relation to Assets of Community Value on 25th March 2015 (**copy attached**).

Noted. Cllr Michael Theodoulou declared an interest, as he advised that he gave evidence to the Committee.

8. Email from Chief Executive of One Voice Wales on 1st April 2015. This attaches One Voice Wales' initial thoughts on the White Paper (Reforming Local Government: Power to Local People), for consideration by individual Councils when drafting their own responses. It also advises that following consultation events in April, One Voice Wales will be writing a composite response to the Welsh Government on behalf of the sector. The email also stresses the importance of individual member councils submitting their own response to the White Paper (**copy attached**).

Noted.

214. To receive reports by elected members, if any

Cllr John James reported that he had attended the RainScape consultation meeting held at Glan y Mor school earlier that day. He circulated information to members which he had obtained. He also advised that Welsh Water wished to communicate directly with the Town Council.

Cllr John James also referred to the forthcoming VE Day 70th anniversary commemoration events. He advised that the Town Council is working in conjunction with Burry Port Rugby Club and the Burry Port branch of the Royal British Legion. On Friday 8th May 2015, there will be an exhibition for local schools at the Memorial Hall during the day time. There will be entertainment in the evening. Burry Port Male Choir will be present and there will be readings, and Cllr John James invited members to put themselves forward if they wished to participate. It is also intended that the Mayor reads the Tribute on the steps of the Memorial Hall, to coincide with the rest of the nation, prior to the lighting of a beacon in the Memorial Gardens. On Saturday 9th May, SA15 Stage School will be entertaining in the afternoon, which will have a World War II theme. Admission for this is £5 or admission for the afternoon and also the evening which will include entertainment from a swing band is £10.

On Sunday 10th May, the local branch of the Royal British Legion is holding a short service at the cenotaph in the Memorial Gardens at 12 noon.

215. Report of the Clerk on matters of administration

1. Letter from the Diocesan Secretary of St Davids Diocesan Board of Finance dated 10th April 2015. This relates to the area of land at the front of Pembrey Memorial Hall. Although it states that the Board of Finance has not changed its decision in relation to the Town Council's request, it then advises that after further inspection of the title deeds, they believe that the land in question is owned by Carmarthenshire County Council. This issue was raised at the meeting with the County Council officers, Jonathan Fearn and Matt Morden on 30th March. Notification of the contents of this letter has therefore been passed by the Clerk to Mr Fearn.
Noted.
2. Letter from the Acting Deputy Monitoring Officer of Carmarthenshire County Council dated 10th April 2015. This advises that following a detailed report being provided to members of the Standards Committee after Code of Conduct training provided by the County Council last year, the Committee has asked the Council's Legal Department to arrange further training at County Hall, Carmarthen. However, whereas previously, representation was limited to two, Town and Community Councils on this occasion may send as many representatives to the sessions as they wish, although it is recommended that one of those representatives is the Clerk. There will be no charge for the training sessions.

Places will be allocated on a 'first come, first served' basis and it is therefore important that notification of the number of places required is provided as soon as possible. It is advised that the presentation has been revised since last year, with greater emphasis being placed on those aspects of the Code that give rise to the most complaints, and a new section on the granting of dispensations by the Standards Committee.

There is a choice of two sessions- on Thursday 4th June 2015 and Tuesday 9th June 2015. They will start no earlier than 6pm.

Members who are interested are to notify the Clerk.

3. Email from One Voice Wales on 13th April 2015, advising that One Voice Wales is holding its third Larger Councils Conference on 8th July 2015 at Builth Wells. This will include an excellent range of speakers, information on work programmes of relevance to larger councils and workshops on innovative practice being carried out by Councils across Wales. A diverse range of subjects will be addressed via the workshop sessions, including Governance and Accountability, Local Government Reform and the Well-Being Future Generations Bill. The cost of the conference is £40 per delegate.

It was APPROVED that the Clerk and Cllr Mrs Jean Hire attend this conference.

4. Following a resolution at the Town Council meeting on 18th March 2015, arrangements have been made for a public meeting to be held at Burry Port

Memorial Hall on Thursday 23rd April, commencing at 7pm. This is mainly to discuss the possible closure of Burry Port Police Station. An invitation was extended to our local MP and AM to attend. Nia Griffith MP has confirmed that she will be in attendance. Sergeant Ceri Howells has also confirmed that he will be attending. The Clerk has been contacted by the Public Affairs Adviser to Dyfed-Powys Police and Crime Commissioner's Office, who has requested that a note from the Commissioner be read out at the public meeting (**copy attached**).

Members briefly discussed that the Council should make it clear at the public meeting that it does not support the drastic cuts intended by the Police and Crime Commissioner, having regard to the extremely large reserves.

5. A reminder that the Walk for Life on behalf of Kidney Wales Foundation is to be held on Sunday 26th April 2015, commencing at 11am from Burry Port Yacht Club. Final numbers of intended participants are required, especially as t-shirts need to be ordered from Kidney Wales Foundation.
Noted.
6. Following approval at the Town Council meeting held on 18th March 2015, enquiries have been made about a Church Service being held at St Illtyd's Church, Pembrey as part of the VE Day 70th Anniversary commemorations. At the recent Regeneration and Leisure Committee meeting, it was discussed that it may be preferable to hold the service on the evening of Sunday 10th May, due to the number of events taking place over the course of that weekend. Father Dewi Davies is agreeable to this taking place at 6pm or he would also be amenable to an afternoon service. However, he has indicated that he feels that there would be a larger congregation at a morning service at 11am. Father Davies also requires to know the level of intended participation of the Council in the service (readings etc.) and whether the Council wishes it to be a bilingual service.

Members were of the view that a service at 11am was impractical, due to the service being held by the Royal British Legion in the Memorial Gardens at 12 noon. Possibly an earlier service could take place or alternatively, an afternoon service would be preferable. It was APPROVED that the Mayor participate in the service with a reading and members felt that the service should be bilingual.