

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

Councillor Mrs Jean Hire (Mayor)

Councillors Graham Davies, Malcolm Davies, Ken Edwards, John James, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and County Councillor Hugh Shepardson.

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

(Former OAP Hall, 7.10pm – 8.45pm)

43. Opening Prayer

The opening prayer was given by Cllr Graham Davies.

44. Personal Matters

Apologies were received from Cllrs Mrs Pat Jones, Hefin Williams and Stephen James.

Members congratulated the Mayor on the success of her recent Civic Service held on 12th July 2015.

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

Members confirmed their usual declarations of interest.

46. Police Business

PCSO Stephanie Maiello and PCSO Trudi Scandone were in attendance. PCSO Maiello presented the police report, as set out below.

Council Monthly Report July 2015

During the month of July 22 Crimes have been reported in the Burry Port Section down from last year. All the crimes have been recorded.

Within the month of July officers have attended 108 calls, 22 of which were an immediate response, 30 had to be answered within the hour, 34 were scheduled simply needing attendance and 22 did not need a response.

Crimes of note are:

Criminal Damage

There have been 3 cases of criminal damage- one being damage to a car window.

Burglary

There have been 2 burglaries recorded in the area of Burry Port –one being the Welsh Water site building, someone trying to gain access through the door.

Anti Social Behaviour

There were 5 anti social behaviour calls in July- one being loud music being played from a house.

Road Traffic Accidents

There have been 5 recorded accidents in Burry Port area, none fatal.

Cllr Shirley Matthews queried whether there had been any complaints in relation to the carnival weekend. PCSO Maiello confirmed that there had been no actual trouble relating to the carnival. However, not all bags had been searched upon entry, as should have happened and when some were searched, alcohol had been found. Cllr Shirley Matthews was congratulated by members on the success of the carnival and she in turn thanked everyone who assisted, including Town Councillors who had attended on the day.

Cllr Mrs Mary Wenman requested that a reasonably high police presence be retained in the park, as she continues to receive complaints. PCSO Maiello explained that she and PCSO Scandone are on the same shift pattern and they regularly attend but a replacement is required for PCSO Phil Davies. She further explained that it had been intended that there be a replacement PCSO from Llanelli but a number of these had been accepted as Police Constables. However, PCSO Maiello confirmed that funding had recently been received for new PCSOs and these would need to undergo 8 weeks of training, following recruitment.

47. To confirm the minutes of the meeting held on 17th June 2015

The minutes of the Town Council meeting held on 17th June 2015 were accepted as a true record.

48. Information from the aforesaid minutes

P20 (29) Information from the aforesaid minutes – report of the Clerk

Cllr Graham Davies advised that he had attended the recent PACT meeting. At this, he had raised the question of PCSOs fining for littering and they were happy to take on this role.

49. Report of the Technical Services Officer (TSO)

Cemetery

Burials

During the month of June 2015 there have been 2 burials, 2 scattering of ashes.

Wales in Bloom /Britain in Bloom 2015

1 All planting has been completed prior to the Wales in Bloom judging on the 9th July 2015.

2 Hanging baskets have been installed on shop frontages along Station Road, New Street and Stepney Road.

3 John McEvoy and Mike Jacob of CCC are now dealing with the Wales in Bloom road signs.

The TSO updated members that the Wales in Bloom judging had taken place on Thursday 9th July and it was felt that this had gone well, with favourable comments being made by the judge about the roundabouts and banners. Also, the grass and the verges had been cut this year by the County Council, unlike last year.

The TSO advised members that the judging of Britain in Bloom will be taking place on 4th August. The judges will be arriving by train at Burry Port at 12.20pm and will be present for 4 hours, inclusive of lunch. The TSO urged Councillors to be present on route to greet the judges.

In relation to the road signs, the TSO updated that he had arranged a meeting with Mike Jacob of Carmarthenshire County Council on Monday 20th July, to try to progress this matter.

Memorial Hall

1 Work has been completed on refurbishment of the oak floor.

2 The Mood Lighting has been installed.

Both the above areas of work have been enthusiastically received by the groups who have recently used the hall.

3 TSO to receive a quotation from CCC for directional signs to the Memorial Hall.

OAP Hall

TSO to carry out an appraisal on the 3 quotations received for the floor covering.

The TSO confirmed that this information will be available for consideration at the next Regeneration and Leisure Committee meeting.

Copperworks School

1 TSO to obtain quotations for the demolition of the old school.

2 Ecology: the survey was carried out on 3rd July and the results will be forwarded to Natural Resources Wales for their pre-application comment.

3 Highways: The scheme has been generally well received by the highways department with relatively minor amendments requested and they have been incorporated into the scheme, namely the widening of Morlan Terrace to the frontage.

4 Section 106 Contributions: An enquiry has been submitted to the Leisure Department regarding the open space contribution requirements.

5 Planning: The scheme has generally been positively received and the only query was regarding the issue of displacement of surface water.

A member queried when the Town Council was likely to be in a position to proceed with the demolition of the Copperworks School building. The TSO advised that planning permission would be needed for demolition and he raised the issue that the cost of demolition would not be recovered if planning for development was not obtained. The Clerk highlighted that a resolution to demolish (subject to the cost not being prohibitive) had been made at the previous Town Council meeting. Accordingly, following a proposal, it was **APPROVED** that the TSO make further enquiries and that a detailed report be provided to the next Regeneration and Leisure Committee meeting upon the timescale for demolition. Members also again briefly discussed retaining some feature on the site and the possibility of a heritage board.

Footpath Maintenance

Ship Aground 57/61 The Level 71/22

50. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 4th June 2015

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 4th June be signed and accepted as a true record.

There were no matters arising from these minutes.

51. 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 30th June 2015 :-

| | Balance at bank £ | Unpresented cheques £ | Council cash book balance £ |
|---------------------------------|----------------------------------|--------------------------------------|--|
| Business Instant Access account | 176,382.44 | | 176,382.44 |
| Community Account | 67,001.19 | 29,147.95 | 37,853.24 |
| Imprest account | 244.37 | | 244.37 |
| | £243,628.00 | £29,147.95 | £214,480.05 |

2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th June 2015 :-

| <u>Supplier</u> | <u>Details</u> | <u>Ref</u> | <u>Cost ex Vat £</u> | <u>VAT</u> | <u>Total cost</u> |
|-----------------|----------------|------------|------------------------------|------------|-----------------------|
| - | - | - | - | - | - |

| | | | | | |
|---------------------------------------|---|---|---------|---------|----------|
| ATECH | Floral displays signage | 9 | 75.00 | 15.00 | 90.00 |
| Harbour Tyres | Cemetery - Vehicle tyres | 4 | 72.00 | 14.40 | 86.40 |
| CJ Motors | Cemetery - Vehicle MOT | 4 | 40.00 | | 40.00 |
| CJ Motors | Cemetery - Vehicle Repairs | 4 | 59.98 | 12.00 | 71.98 |
| Darren Daniel | Pembrey School - maintenance | 1 | 150.00 | 30.00 | 180.00 |
| Wrenvale Nurseries | Cemetery - maintenance | 4 | 175.00 | 35.00 | 210.00 |
| Gravells | New Van | 4 | 9961.00 | 1936.20 | 11897.20 |
| Powercut | Cemetery - Repairs | 4 | 654.00 | 130.80 | 784.80 |
| BT | Admin - telephone | 3 | 90.67 | 18.13 | 108.80 |
| Travis Perkins | Cemetery - maintenance | 4 | 227.12 | 45.42 | 272.54 |
| IWEC | Institute - maintenance | 1 | 332.58 | 66.52 | 399.10 |
| Plusnet | Admin - internet provider | 3 | 15.00 | 3.00 | 18.00 |
| Greenwell Power Tools | Cemetery - Repairs | 4 | 315.83 | 63.17 | 379.00 |
| Tradepoint | Institute - maintenance | 1 | 53.04 | 10.64 | 63.68 |
| Parker Plant Hire | Cemetery - maintenance | 4 | 25.00 | 5.00 | 30.00 |
| SSE | Copperworks - electricity | 1 | 31.59 | 1.57 | 33.16 |
| British Gas | Copperworks - electricity | 1 | 15.98 | 0.79 | 16.77 |
| British Gas | Institute - Electricity | 1 | 259.24 | 51.84 | 311.08 |
| British Gas | Pembrey School - Electricity | 1 | 99.05 | 4.95 | 104.00 |
| British Gas | BP Memorial Hall - Electricity | 1 | 262.11 | 52.42 | 314.53 |
| British Gas | Cemetery - Electricity | 4 | 91.38 | 4.56 | 95.94 |
| British Gas | OAP building - Electricity | 1 | 28.76 | 1.43 | 30.19 |
| Welsh Water | Copperworks - water | 1 | 664.14 | 0.00 | 664.14 |
| Travis Perkins | Cemetery - maintenance | 4 | 86.82 | 17.37 | 104.19 |
| Travis Perkins | Cemetery - maintenance | 4 | 45.43 | 9.09 | 54.52 |
| BT | Admin - telephone | 3 | 20.00 | 4.00 | 24.00 |
| Parker Plant Hire | Hall - Storage | 1 | 58.80 | 11.76 | 70.56 |
| Parker Plant Hire | Hall - Storage | 1 | 58.80 | 11.76 | 70.56 |
| Biffa | Cemetery - refuse costs | 4 | 85.92 | 17.18 | 103.10 |
| Biffa | Hall - refuse costs | 1 | 97.52 | 19.50 | 117.02 |
| Chivers Corner Garage | Cemetery - Van fuel costs | 4 | 238.46 | 37.68 | 276.14 |
| Cathedral Leasing | Institute - maintenance | 1 | 64.98 | 13.00 | 77.98 |
| Xerox Finance | Admin - photocopier | 3 | 44.86 | 8.97 | 53.83 |
| Wynnstay | Cemetery - maintenance | 4 | 81.94 | 16.39 | 98.33 |
| Zurich Municipal | Cemetery - New van insurance | 4 | 705.54 | | 705.54 |
| Darren Daniel | OAP Hall - maintenance | 1 | 50.00 | 10.00 | 60.00 |
| Consortium | Pembrey Memorial Hall - Cleaning materials | 1 | 62.74 | 12.55 | 75.29 |
| Consortium | Burry Port Memorial Hall - Cleaning materials | 1 | 11.78 | 2.36 | 14.14 |
| British Gas | Pembrey Memorial Hall - Electricity | 1 | 186.49 | 9.32 | 195.81 |
| British Gas | BP Memorial Hall - Electricity | 1 | 444.69 | 88.93 | 533.62 |
| Brushwood Designs | Lamp post banners | 9 | 2621.92 | 524.38 | 3146.30 |
| Tradepoint | Floral displays materials | 9 | 20.59 | 4.13 | 24.72 |
| Burry Port Male Choir | Special - Donations | 9 | 100.00 | | 100.00 |
| Burry Port Male Choir | Special - Donations | 9 | 100.00 | | 100.00 |
| Ladies Association | Special - Donations | 9 | 100.00 | | 100.00 |
| Burry Port Male Opera | Special - Donations | 9 | 600.00 | | 600.00 |
| Pembrey and Burry Port Gardening Club | Special - Donations | 9 | 200.00 | | 200.00 |
| P and B P Scout Group - Beavers | Special - Donations | 9 | 100.00 | | 100.00 |
| P and B P Scout Group - Cubs | Special - Donations | 9 | 100.00 | | 100.00 |
| P and B P Scout Group - | Special - Donations | 9 | 100.00 | | 100.00 |

| | | | | | |
|-----------------------|--|---|-----------------|----------------|-----------------|
| Scouts | | | | | |
| Pembrey Brownies | Special - Donations | 9 | 100.00 | | 100.00 |
| Pembrey Football Club | Special - Donations | 9 | 200.00 | | 200.00 |
| Pembre Parish Church | Special - Donations | 9 | 100.00 | | 100.00 |
| Magnum Sound | Burry Port Memorial Hall - Refurbishments | 1 | 1664.00 | 332.80 | 1996.80 |
| | | | <u>22049.75</u> | <u>3654.01</u> | <u>25703.76</u> |

In relation to the schedule of payments, the RFO highlighted a number of unusual payments. There was a payment to Gravells of £9,961 + VAT, for the purchase of a new van. There were also some payments relating to maintenance and repairs to the old van, as well as insurance on the new vehicle. Payment had also been made for the new lamp post banners. Furthermore, a number of payments had been made during the course of the month for the first round of financial donations.

3. Petty Cash

Payments made from 1st to 30th June 2015

| | | | |
|-------------------------------------|---|--|--------------|
| Llanelli Star | 3 | 0.75 | 0.75 |
| Chris Murray Phone | 3 | 10.00 | 10.00 |
| Llanelli Star | 3 | 0.75 | 0.75 |
| Llanelli Star | 3 | 0.75 | 0.75 |
| Burry Bargains - cleaning materials | 3 | 2.00 | 2.00 |
| Lidl - cleaning materials | 3 | 3.30 | 3.30 |
| | | Total payments made from petty cash | |
| | | £17.55 | £0.00 |
| | | £17.55 | |

4. Budget Monitoring Report

The Budget monitoring report for the period 1st April to 31st May 2015 has been circulated to Members.

Income and expenditure should be around 16% but the RFO highlighted that there are a number of timing issues due to annual payments having been made.

Income is currently below budget, which is mainly attributable to the SLAs not yet having been received. Also, in relation to room rentals, due to new fees and charges having been agreed, there was a slight delay in invoices for annual/quarterly users being sent out.

In relation to expenditure, employees' costs are within budget.

Administration costs are over budget, which is attributable to annual insurance and subscription payments having been made. The RFO again highlighted that insurance for the Town Council's buildings has been substantially reduced this year, due to this being sourced through a different company.

In relation to expenditure on marketing and promotion, the RFO advised that he had not yet prepared a more detailed breakdown but would be doing so.

There has been very little civic expenditure to date. However, the Mayoral allowance will shortly be paid. Additionally, this report did not take into account the cost incurred in relation to the Civic Service, which has now taken place. There will also be expenditure later in the year for the Senior Citizens' Christmas Tea and Cawl Cennin.

Expenditure on the cemetery/footpaths is just under budget for year to date.

Expenditure on the Hall and Institute is over budget but again, this is due to a number of annual payments having been made.

Expenditure on the Copperworks is over budget but likewise, this is attributable to an annual payment for rates having been paid and this has increased due to the building being vacant.

Again, expenditure on the former Pembrey School is over budget, which is attributable to the annual payment of rates.

Expenditure on Pembrey Memorial Hall is over budget but again, this is a timing issue due to three annual payments having been made for rates, water and insurance. The RFO also advised that in relation to Pembrey Memorial Hall refurbishment, an invoice has been sent off to Carmarthenshire County Council for reimbursement of some expenditure.

There has been little expenditure on special projects but the RFO is aware of a number of payments which are due to be made.

Net expenditure is 22.15% and is therefore over budget but this is attributable to many annual payments being made early in the financial year.

Lastly, the RFO advised that the report had now been received from the Internal Auditor, which had confirmed compliance in relation to the audit and this had been submitted to the external auditor. Cllr Michael Theodoulou requested that a copy of the letter regarding the internal audit be circulated to members.

52. To consider the report of the Finance Committee meeting held on Monday 15th June 2015

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 15th June be signed and accepted as a true record.

There were no matters arising from these minutes.

53. To consider any planning applications

| <u>Application No.</u> | <u>Name and Address of Applicant</u> | <u>Description of Application</u> |
|-------------------------------|---|--|
| S/32178 | Mike Hopkins O'Okiep Ocean View, Burry Port | Demolition of side extension, garage, front and side walls and construction of new single and two storey side extension, raising roof of main dwelling, detached garage and LPG tank |

| | | |
|---------|---|---|
| | | and boundary enclosures |
| S/32183 | S Lovesey Tygwyn Farm Pembrey | Proposed erection of stables and formation of manege |
| S/32182 | Susan Stephens Homelands Mountain Road Pembrey | Wooden gate for access to field to north of the property within the boundary of the property. This field has no other direct access from the road and hence is proving a challenge to maintain due to limited access. |
| S/32211 | Mr Alun James Land at Crosslane Cottages Pembrey | Demolition of existing garage and construction of new garage/workshop building. |

Cllr Mrs Moira Thomas advised members that the Planning Committee was recommending approval of all applications and this was endorsed by members.

54. To consider any County Councillors' reports

County Councillor John James advised that planning permission had now been given for the redevelopment at the harbour, to include a new Welsh medium school. He also updated members that County Councillor Mrs Pat Jones had been informed that a commitment has come from the Executive Board of Carmarthenshire County Council to look into the condition of the harbour walls, due to the concerns raised.

A member queried whether there was an update in relation to the building of the Tesco store. It was advised that the Assistant Chief Executive is meeting with Tesco representatives at the end of the month.

55. To consider the Mayor's report

The Mayor, Cllr Mrs Jean Hire, advised members that she had again attended civic services during the last month. She also attended an event in Llanelli to mark Armed Forces Day and had again attended a week later for the lowering of the flag.

The Mayor had attended the Scouts Annual Meeting at Pembrey Memorial Hall, where she had quashed a rumour that the Town Council intended closing the Hall.

The Mayor had also enjoyed attending the presentation hosted by Kidney Wales Foundation in relation the Walk for Life.

Lastly, the Mayor thanked all of those Councillors who had attended her recent Civic Service, as well as the Clerk for organising it, assisted by the Administrative Assistant.

56. To consider/approve a new Committee structure, as recommended by the Civic Governance and Personnel Committee

At the outset, Cllr Mrs Moira Thomas proposed that any decision be limited to identifying the names of the new Committees and not the membership of each of these.

The Clerk emphasised that the item had been placed on the agenda, as it had been hoped that the new Committee structure could be in place, to commence in September, after the August recess.

There was some discussion as to whether it would be preferable to decide at this stage upon the titles of the Committees and then at the first meeting of each of these Committees, its role and responsibilities could be formulated and submitted to the Civic Governance and Personnel Committee. Alternatively, a proposal was made by Cllr Ken Edwards that the existing Chairs and Vice Chairs of the current Committees should meet and then formulate the responsibilities for each of the new committees. This proposal was voted upon with all members being in favour.

Cllr Michael Theodoulou left the meeting at 8pm.

57. To consider/approve the position of new directional signs to Burry Port Memorial Hall, as recommended by the Regeneration and Leisure Committee on 07/07/15

Members had been provided with a copy map of the location of the proposed new directional signs, which would direct people down Stepney Road, at the apex at Elkington Road. The TSO advised that he had requested a price in relation to this. A member queried whether an initial sign should be located before the Moreb Roundabout and members **APPROVED** that there should be this additional sign, if possible.

58. To consider the proposed bid of the Burry Port Heritage Trail Group to the Lottery Fund and further consideration of the ongoing maintenance of the boards/IT in the event of the bid being successful –deferred from the Town Council meeting of 20/05/15

Cllr Graham Davies updated members that the constitution for the Heritage Group had now been drawn up and that it is a partnership between the Town Council and the Historical Society, with the Town Council as the lead partner. He advised that the constitution provides a wider scope than the current bid to the Lottery Fund.

Cllr Graham Davies referred to the various documentation which had been circulated in advance of the meeting.

In relation to the application record, Cllr Graham Davies advised that this comprises wording extracted from the bid. The bid essentially has four parts, namely:

- The appointment of a Project Development Officer, who will lead the project. Members of the Heritage Group will work with this person as volunteers.
- Nine interpretation boards.
- A Heritage Trail leaflet.
- QR codes on the boards, to link to the website.

Cllr Graham Davies advised that his role would be to coordinate the project. Following a query, he also informed members that the post of Project Development Officer would be advertised and the appointment would be made by the Heritage Group. Again, following a query, Cllr Graham Davies indicated that he would be responsible as coordinator for the Project Development Officer.

It was confirmed that there will be a number of volunteers involved who are not councillors. Additionally, the local schools will be involved. Cllr Graham Davies indicated that having spoken to an adviser at the Heritage Lottery Fund, it had been confirmed that they are happy with the Council as the lead partner.

A query was raised as to whether the Project Development Officer would require office space. Cllr Graham Davies envisaged that much of the work could be carried out on a laptop at home but any meetings could be held on the Council premises.

Cllr Graham Davies referred to the project plan and the fact that it is hoped that the bid will be submitted at the end of July 2015. It is anticipated that this will have been processed within two months. If the bid is successful, then work could hopefully begin in October 2015. Having said this, Cllr Graham Davies did indicate that he has been informed that frequently, bids are not successful on the first occasion that they are submitted but instead, are then amended and re-submitted when they are normally successful.

Lastly, Cllr Graham Davies referred to the job profile for the Project Development Officer, in relation to which there were no queries.

The Clerk referred to the fact that the issue of the ongoing maintenance of the boards and IT in the event of a successful bid, had been deferred from the May Town Council meeting. It was confirmed that this did not require further consideration, due to the fact that such maintenance had been built into the bid.

Members were happy to **APPROVE** the bid for submission and Cllr Graham Davies was commended for his hard work.

59. To consider Communications received

1. Email from the Legal Services Department of Carmarthenshire County Council on 29th June 2015 enclosing a copy notice of the Council's proposal to introduce a Prohibition of Driving Order in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. (**copy attached**)

Cllr John James updated members that he had spoken to an Executive Board member earlier that day and a 250 signature petition had been presented, seeking to also prohibit motorbikes. This was also supported by the ramblers, who had submitted a letter. All members were in favour of the intended prohibition, but with motorbikes to also be prohibited.

2. Email forwarded by One Voice Wales on 29th June 2015 attaching information from the Welsh Government. This advises that the Welsh Government has had significant impact with its energy efficiency programmes to date. An energy efficiency call for evidence was held between the 16th October 2014 and 8th January 2015, seeking the views of stakeholders on a potential vision for energy efficiency in Wales. A collation document

sharing the results has been published, alongside a draft strategy. A consultation commenced on 17th June 2015 to assist in shaping the final strategy, which ends on 9th September 2015. Details are available at

<http://gov.wales/consultations/environmentandcountryside/the-development-of-an-energy-efficiency-strategy-for-wales/?status=open&lang=en>

Noted

3. Email on 29th June 2015 from the Pageantmaster, Bruno Peek. In this, he introduces a new project entitled “Fly the Red Ensign for Merchant Navy Day – 3rd September 2015”, which will become an annual occasion, growing in size and stature over the next few years. Since the beginning of this century, 3rd September has been the UK’s officially designated Merchant Navy Day. The date was chosen because on that day in 1939, the first day of World War II, SS Athenia was the first merchant ship to be torpedoed and sunk, with the loss of 128 passengers and crew. The email invites participation in the project.

Noted, but it was suggested that this could be referred to the RNLI, who may be interested.

4. Email from One Voice Wales on 30th June 2015, attaching information from the Welsh Government. This advises that the Minister for Finance and Government Business has issued a written statement, entitled “Collection and Management of Devolved Taxes” (**copy statement attached**).

Noted

5. Various letters of thanks from Burry Port Opera, Burry Port Male Choir, Burry Port Male Choir Ladies Association and Pembrey and Burry Port Gardening Club for recent financial donations.

Noted

6. Email from the Environment Department of Carmarthenshire County Council on 6th July 2015. This advises that a request has been received from a resident of Gwelfor, Burry Port, for the extension of the existing prohibition of waiting at any time outside property. The road is situated within a 30mph speed limit and has a system of highway lighting as well as footpaths. Vehicles are parking in the vicinity of the junction causing road safety concerns. It is stated that the introduction of a prohibition of waiting at any time should aid in facilitating the free and unhindered passage of vehicular traffic. (**Copy 1/500 scale plan illustrating the proposals attached**).

Noted

60. To receive reports by elected members, if any

Clr John James advised members that he had been contacted by Glan y Mor school, seeking support, in principle, for a safe routes in the community bid. Members were in support of any measure which would increase safety. Accordingly, all were in favour of providing such support, as required.

61. Report of the Clerk on matters of administration

1. Letter of thanks received from the PCC Secretary of Pembrey Parish Church for the recent financial donation towards the upkeep of the church yard.

Noted

2. Letter received from a local resident of Gors Road, Burry Port, attaching a letter which he has sent to the Chief Executive of Carmarthenshire County Council. The resident refers to previous complaints which he has made regarding the Windsor Harbour View Public House over a number of years, concerning its increasingly derelict state. The letter advises that the owner of the premises applied for planning permission to build 10 houses on the site in August 2013 but to his knowledge, no further progress has been made. The resident further indicates that he raised a query with the Planning Department on 19th May 2015, but this has not been responded to to date.

Noted, and Cllr John James also advised that the resident concerned had received a reply.

3. Email from One Voice Wales on 13th July 2015 forwarding information from the Welsh Government regarding the Tax Collection and Management (Wales) Bill which was introduced into the National Assembly for Wales for scrutiny on 13th July. **(copy fact sheet attached)**

Noted

4. Email from Mr Jonathan Fearn, Head of Corporate Property at Carmarthenshire County Council on 15th July 2015. In this, he firstly apologises for the delay in responding. He goes on to advise that unless the Town Council proposes to take over the running of the Library in Pembrey, the former Pembrey School building would not be considered as an asset transfer. He highlights that asset transfer is intended only for those properties where continuation of a current County Council service is proposed. Having spoken with colleagues from the Leisure and Education Departments, Mr Fearn has been informed that the Library and Nursery are well supported and provide valuable support for the adjoining school. Mr Fearn therefore goes on to state that the best option may be for the Town Council to hand the property back to the County Council, to avoid the Town Council being an intermediary. Mr Fearn further advises that the County Council would then proceed with the repairs and liaise directly with the nursery.

The Clerk advised that to enable any formal decision to be taken, this issue would need to be placed on an agenda for a future meeting. However, it was proposed and APPROVED that first of all, an attempt be made to reconvene a meeting with Mr Jonathan Fearn of Carmarthenshire County Council, with the same people being in attendance as at the original meeting with him. This should enable all relevant facts to be obtained.

5. Email from an officer within the Environment Department of Carmarthenshire County Council on 15th July. This refers to a request received by the County Council for a footway link from Maesybryn to Lando Road. The request was scored within the Road Safety and Footway Prioritisation Programme, following which it was placed into a three year capital programme. The email advises that the design for the footway has been completed and will be issued to contractors for construction in due course. A plan of the scheme has been received, which is **attached**. The email advises that once known, notification will be provided of a start date and timescale.

County Councillor Hugh Shepardson advised that he and County Councillor Shirley Matthews have approved this work.

6. Final item to be taken in camera – to consider minutes of the Civic Governance and Personnel Committee meeting of 12th February 2015.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

It was RESOLVED that the minutes of this meeting be signed and accepted as a true record.