

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 16th September 2015

Councillor Mrs Jean Hire (Mayor)

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

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Former OAP Hall, 7.00pm – 9.00pm)

62. Opening Prayer

The opening prayer was given by the Mayor, Cllr Mrs Jean Hire.

63. Personal Matters

Apologies were received from Cllrs Graham Davies, Robert John, Mary Wenman and Hefin Williams.

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

Members confirmed their usual declarations of interest.

65. Police Business

The Mayor welcomed the new Sergeant to the meeting, namely PS Roger Webb who has replaced PS Ceri Howells. The Sergeant was accompanied by PCSO Stephanie Maiello, who presented the police report, as set out below.

During the month of September 14 Crimes have been reported in the Burry Port Section down from last year. All the crimes have been recorded.

Within the month of September officers have attended 93 calls, 22 of which were an immediate response, 18 had to be answered within the hour, 36 were scheduled simply needing attendance and 16 did not need a response.

Crimes of note are:

Criminal Damage

There have been 3 cases of criminal damage- one being damage to the train station shelter, passed onto BTP.

Burglary

There have been 2 burglaries recorded in the area of Burry Port –one being the Elkington Road Baptist Church – enquiries ongoing.

Anti-Social Behaviour

There were 6 anti-social behaviour calls in September- one being children on the roof of the garages in the memorial hall.

Road Traffic Accidents

There have been 9 recorded accidents in Burry Port area, none fatal.

A member referred to the fact that there had been a reduction in numbers at the Burry Port Police Station during the last couple of years and the desirability of having the maximum complement of officers, especially during the summer months. The Sergeant assured that he would look into this issue, to ascertain the position on resources and what the situation had historically been.

A query was also raised as to whether any further information was available regarding the potential closure of Burry Port Police Station. The Sergeant confirmed that presently, he had no definitive information. The Clerk updated members that there had been a recent communication from the Director of Estates within the Police and Crime Commissioner's office of Dyfed Powys Police, who intended visiting the Town Council premises on 2nd October.

A member raised concern in relation to the 9 reported road traffic accidents during the last month. PCSO Maiello confirmed that the statistics did cover Trimsaran and other outlying areas. It was requested that clarification be provided on these figures for the next report.

A query was raised as to the protocol for the operation of blue flashing lights on police vehicles. The Sergeant confirmed that it was good practice to do so if attending an emergency situation.

66. To confirm the minutes of the meeting held on 15th July 2015

The minutes of the Town Council meeting held on 15th July 2015 were accepted as a true record, save that in relation to item 54 on page 39, it was clarified that County Councillor Mrs Pat Jones was not present at the meeting but County Councillor John James had referred to information provided by her.

67. Information from the aforesaid minutes

P32 (44) Personal Matters

Cllr Michael Theodoulou referred to the fact that it had been minuted that members had congratulated the Mayor on the success of the Civic Service at the last meeting. However, shortly afterwards, Cllr Graham Davies had been critical of the service in his newspaper column in the Llanelli Star. Cllr Michael Theodoulou suggested that there is an issue as to whether Cllr Graham Davies had brought the Council into disrepute. He therefore proposed

that the matter be referred to the Civic Governance and Personnel Committee, to consider whether there is a case to answer as to whether Cllr Graham Davies had brought the Council into disrepute. This proposal was seconded by Cllr Stephen James and save for two abstentions by Cllrs Ken Edwards and Andrew Phillips, all members voted in favour of the proposal.

P34 (49) Report of the TSO – Wales in Bloom/Britain in Bloom 2015

Cllr Mrs Moira Thomas advised that the awards ceremony for Wales in Bloom was being held in Wolfscastle on Friday 18th September and that the Britain in Bloom awards ceremony was being held in Sunderland on 16th October.

P39 (56) To consider/approve a new Committee structure

Cllr Ken Edwards queried whether a meeting had taken place of the Chairs and Vice Chairs of the current committees. The Clerk advised that such a meeting had not taken place and she had not arranged one, as she was aware that a paper was being prepared by a small group of Councillors, to assist the Chairs in relation to the responsibilities of the new Committees. Cllr Michael Theodoulou confirmed that there had been a recent informal meeting between himself and Cllrs Ken Edwards and David Owens.

Cllr Michael Theodoulou stated that confusion had been caused by the wording of the minutes, which he claimed did not make it clear what had been voted upon at the previous meeting. However, it was highlighted to Cllr Michael Theodoulou by Cllr John James that the accuracy of the minutes had already been considered and approved.

A query was raised as to whether there was an intention for Cllrs Michael Theodoulou, Ken Edwards and David Owens to meet again. It was indicated that this was likely in order to finalise draft proposals, which would then be passed to the Chairs of the existing Committees, for consideration.

Following the discussions, it was **APPROVED** that the Clerk arrange a meeting for all of the Chairs and Vice Chairs of the existing Committees.

P40 (58) To consider the proposed bid of the Burry Port Heritage Trail Group to the Lottery Fund

In the absence of Cllr Graham Davies, the Clerk advised that in an email received from him, it had been indicated that there will be a formal determination of the application to the Heritage Lottery Fund on 28th September.

P43 (61) Report of the Clerk on matters of administration – no 4

The Clerk updated that arrangements had now been made for Mr Jonathan Fearn of Carmarthenshire County Council to attend for a meeting on Wednesday 30th September at 11am.

68. Report of the Technical Services Officer (TSO)

The report of the TSO had been circulated to members in advance. In the absence of the TSO from the meeting, there was minimal discussion of the report, which is set out below.

Cemetery

Burials

During the months of July and August 2015 there have been 6 burials, 3 scattering of ashes and 3 burial of ashes.

Wales in Bloom /Britain in Bloom 2015

1 The Wales in Bloom National Awards Ceremony will be held in Wolfscastle Country Hotel on Friday 18th September 2015.

2 The Britain in Bloom National Awards Ceremony will held in the Rainton Meadows Area, Houghton le Spring. Co Durham on Friday 16th October 2015.

3 The CCC have issued details and locations of the Wales in Bloom road signs for Council approval.

Memorial Hall

The CCC have issued details and location of directional signs to the Memorial Hall for Council approval.

OAP Hall

The TSO has carried out appraisals on 3 quotations for flooring in the hall and this will be submitted to the Regeneration and Leisure Committee meeting on Thursday 3rd September 2015.

Copperworks School

1 TSO has produced a report outlining costs and programme for the demolition of the building and will submitted to the Regeneration and Leisure Committee on Thursday 3rd September 2015

2 Ecology: the survey which was carried out on 3rd July stated their was no bat activity and was accepted by the NRW.

4 Section 106 Contributions: Several emails have been sent to CCC Leisure Department regarding open space contribution, but as yet no response.

Footpath Maintenance

The Level 71/22: Gorse Site: Lookout: Memorial Gardens/Hall: Engine Inn

Pembrey Sq: Court Farm 57/50: Court Farm 57/62: Elkington/Stepney Road

Moreb/Harbour/Clwb Bach Roundabouts: Stepney Road School: Burry Port

Park: Pembrey Memorial Hall: Shoreline 71/29: Tan-y-Bryn71/27:

Embankment57/60:

69. To consider the report of the Regeneration and Leisure Committee meeting held on Tuesday 7th July 2015

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 7th July be signed and accepted as a true record.

Matters arising from the minutes

P1 (4) Matters arising – forward planning of future large projects

Following a request for an update on the Bacce Sub Group, members were advised that one meeting had already taken place and a further meeting was arranged for 10am on 6th October, at which officers from the County Council will be attending. It was clarified that any member was welcome to attend this meeting.

70. Report of the Responsible Finance Officer (RFO)

The report, as set out below had been circulated to members in advance of the meeting. In the absence of the RFO, there was no discussion of the report but its contents were accepted.

1. Bank

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

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	162,920.11		162,920.11
Community Account	59,154.59	27,197.97	31,956.62
Imprest account	17,119.07		17,119.07
	£239,193.77	£27,197.97	£211,995.80

2. Schedule of accounts paid

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

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Ash Carpentry & Joinery	Burry Port Memorial Hall - Refurbishments	1	2480.00		2480.00
SSE	Copperworks - electricity	1	5.32	0.27	5.59
Tradepoint	Floral displays	9	82.06	16.50	98.56
Tradepoint	Cemetery - maintenance	4	107.86	21.57	129.43
BT	Admin - telephone	3	139.98	27.99	167.97
Magnum Sound	Burry Port Memorial Hall - maintenance	1	578.40	115.68	694.08
CCC Re: Pension Deficit (April-June)	Pension Deficit (April-June)	3	628.00		628.00
IWEC	Burry Port Memorial Hall -	1	68.38	13.68	82.06

	maintenance				
Tradepoint	Floral displays	9	18.67	3.73	22.40
Tradepoint	Floral displays	9	35.62	7.16	42.78
Wrenvale Nurseries	Cemetery - maintenance	4	710.00	142.00	852.00
	Pembrey Memorial Hall -				
Consortium	Cleaning materials	1	47.28	9.47	56.75
Argos Business Solutions	Youth Club contribution	9	1308.22	261.60	1569.82
Argos Business Solutions	Youth Club contribution	9	408.82	81.76	490.58
Biffa	Cemetery refuse collection	4	107.40	21.48	128.88
David Jenkins Ltd	Civic expenditure	9	30.00	6.00	36.00
Jean Hire	Mayoral Allowance	9	1021.00		1021.00
One Voice Wales	Conference - Larger Councils	3	80.00		80.00
Greenwell Power Tools	Cemetery equipment	4	60.00	12.00	72.00
PC World	Cemetery equipment	3	279.17	55.81	334.98
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Plusnet	Admin - internet provider	3	15.00	3.00	18.00
Surf Bar Café	Wales in Bloom	9	32.00	0.00	32.00
BT	Admin - telephone	3	20.20	4.04	24.24
Chivers Corner Garage	Cemetery - vehicle costs	4	228.74	45.74	274.48
Tradepoint	Wales in Bloom - equipment	9	43.56	8.74	52.30
AT Photography	Civic expenditure - photos	9	150.00		150.00
AT Photography	Civic expenditure - photos	9	80.00		80.00
	Civic expenditure - past mayor				
Vaughtons	pins	9	944.00	188.80	1132.80
Charles & Co.	Admin - internal Audit	3	500.00	100.00	600.00
Plusnet	Admin - internet provider	3	61.99	12.40	74.39
			10394.87	1184.06	11578.93

3. Petty Cash

Payments made from 1st to 31st July 2015

Fisher Industrial	4	77.54	15.51	93.05
Llanelli Star	3	0.75		0.75
Fotoworld - Wales in Bloom	9	29.84		29.84
Chris Murray Phone	3	10.00		10.00
1st Class Stamps	3	54.00		54.00
Surf Bar	9	30.00		30.00
Keys	3	18.35		18.35
Meirion Phone	3	10.00		10.00
2nd Class Stamps	3	66.80		66.80
Llanelli Star	3	0.75		0.75
Car Parking - Kidney Wales Foundation	3	5.00		5.00
Llanelli Star	3	0.75		0.75
Halfords - fibre kit	4	12.99		12.99
Currys - 2x ink cartridges	3	24.98		24.98
Postage	3	6.45		6.45
Llanelli Star & batteries	3	4.74		4.74
Fotoworld - Wales in Bloom	9	2.00		2.00
Total payments made from petty cash		£354.94	£15.51	£370.45

4. Budget Monitoring Report

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

71. To consider the report of the Finance Committee meeting held on Monday 13th July 2015

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 13th July be signed and accepted as a true record.

Matters arising from the minutes

P4 (10.2) Traffic management issues outside Pembrey Primary School

Cllr David Owens advised members that presently, there was no further information, due to the school holidays and difficulty in contacting County Council officers.

72. To consider any planning applications

Cllr Mrs Moira Thomas advised members that the Planning Committee was recommending approval of all applications, save for application number S/32595, in relation to which it was felt that there was insufficient information.

The Clerk advised that consequent to the circulation of the Town Council agenda, an additional application had been received, being application number S/32653. This had also been considered by the Planning Committee, which recommended approval. Accordingly, members endorsed the recommendation for approval of all applications save for application number S/32595, in respect of which more information is sought.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/32277	Miss Hayley Caulfield 58 Ardwyn Burry Port	Proposed two storey rear and side extension APPROVED
S/32278	Mr D Jones 45 Parc Tyisha Burry Port	Proposed porch and bedroom extension to existing bungalow APPROVED
S/32376	L Edwards Land at rear of 7 St Illtyd Rise, Pembrey	One dwelling, revised siting and design of that previously approved under S/30857 APPROVED
S/32473	Mrs A Ablett Positive Funding Solutions Ltd 17 Gors Road Burry Port	Demolition of existing defective building (former dwelling) and replacement with new ¾ bed detached dwelling. APPROVED

S/32469	Matthew Davies 61 New Street Burry Port	Single storey rear extension and loft conversion APPROVED
S/32595	Mr W Parry Yr Olygfa Burry Port	Proposed barn in field to rear of dwelling No recommendation, further information required

73. To consider any County Councillors' reports

County Councillor Hugh Shepardson referred to the ongoing RainScape project in the area, which is progressing well.

County Councillor Mrs Shirley Matthews advised of the successful completion of the pavement for pedestrians in Lando Road, Pembrey.

County Councillor Mrs Pat Jones advised that there had been progress in Glanmor Terrace in relation to the parked caravans. Notices had been served on 21st August for the removal of the caravans within 14 days. This had resulted in some being moved and enforcement action is now intended in relation to the remaining caravans. County Councillor Mrs Pat Jones advised that someone was living in one of the caravans, who has now applied for housing.

County Councillor Mrs Pat Jones informed members that there had been no significant progress in relation to the proposed new Tesco store. The County Council is attempting to progress the matter and proposals are currently awaited. County Councillor Mrs Pat Jones advised that the County Council still owns the freehold and would not grant a lease until building work commences.

County Councillor John James referred to the fact that it had been intended for there to be a consultation in relation to traffic measures along New Street a few months ago. However, this had been delayed, due to the intended redevelopment near the Harbour. However, it had now been established that the regeneration of the Harbour would not impact upon the traffic measures and therefore, the consultation will be commencing.

County Councillor John James also referred to a public consultation relating to Dog Control Orders. Following this, the Executive Board has decided to take forward three proposals, as follows:

- A County wide order requiring people to clean up after their dogs on all public land within the County.
- A County wide order requiring people to place dogs on a lead of no more than 2 metres in length when directed to do so by an authorised officer.
- An order excluding dogs from children's play areas

These 3 proposals are subject to further formal consultation.

County Councillor John James also referred to the County Council scheme to buy back Council houses which will then be utilised as social housing. He further advised that Nat

West Bank is looking to bring mobile banking into Burry Port. He also updated members that there will be a consultation in relation to the Junior School site in Burry Port.

Cllr David Owens requested that Burry Port County Councillors look at traffic management issues on Station Road, Burry Port. He referred to the fact that recently, a vehicle had almost collided with him when he drove over the bridge and turned right along Station Road. Cllr David Owens also referred to the problem being compounded by constant parking on the railway side of Station Road. County Councillor John James advised that following an attendance by an officer of the County Council, different options were being looked at. Crossing points were also being considered. County Councillor John James further advised that he and County Councillor Mrs Pat Jones had met with another County Council officer, to look at facilitating more parking and the removal of yellow lines in the area.

74. To consider the Mayor's report

The Mayor, Cllr Mrs Jean Hire advised members that she had enjoyed attending Pembrey Gardening Club's annual show where she had received a warm welcome. Also, she had received a warm welcome when attending a Caravan Club rally event at Pembrey Country Park.

75. To consider/approve the cost of demolition of the building on the Copperworks site

It was moved that this agenda item be considered in camera and therefore dealt with at the end of the meeting, which was **APPROVED**.

76. Update on potential collaboration opportunities with local councils and consideration of notes of the meeting held on 29/07/15

The Clerk updated members that further information had been received from the Clerks of Llanelli Town Council and Llangennech Community Council, following the meeting held on 29th July 2015, the notes of which had been circulated with the agenda. Following meetings of both these Councils, they were suggesting that the meetings of the group be suspended until such time as there is sufficient relevant business to warrant another meeting. The Clerk also advised members that since hearing from these two Clerks, she had spoken with the Clerk of Llanelli Rural Council, who had confirmed that his Council was happy to continue with the meetings, even if only two Councils were involved.

All three members who had consistently been involved in the meetings with the other local Councils, namely Cllrs John James, Andrew Phillips and Michael Theodoulou expressed a view that the meetings should continue. It was felt that this is important in light of the proposed future restructuring within local Government and additionally, at least two areas of work have already been identified from the meetings as possible collaboration opportunities, which would be beneficial to the running of this Council.

Following the discussions, it was proposed and **RESOLVED** that the joint meetings continue and also that consideration be given to other local Councils participating.

77. To consider a proposal for ‘the Town Council to urge the County Council to respond positively to any request to accommodate refugees from Syria and other countries affected by war, and to declare Pembrey and Burry Port to be a refugee friendly town’

It was discussed that since the agenda had been circulated, information had been made available in relation to the intentions of Carmarthenshire County Council, as reported in the Llanelli Star that day.

Although members were generally sympathetic to the refugee situation, some members expressed that caution needed to be exercised. Reference was made to the fact that the Council could face problems from its own constituents who have been on a waiting list for housing for a considerable time, should refugees obtain housing in advance of them. However, Cllr Stephen James indicated his strong opposition that Pembrey and Burry Port be declared a refugee friendly town.

Following the discussions, it was proposed that the Town Council should support the principle behind the County Council’s resolution and take no further action at present. This was **APPROVED**, with all members voting in favour of this, save for an abstention by Cllr Stephen James.

78. To consider Communications received

1. Letters of thanks from the Friends of Court Farm, Cruse Bereavement Care and Pembrey AFC for recent financial donations made to those organisations.
Noted.
2. Email on 4th August 2015 from the Local Government Democracy Division of the Welsh Government. This thanks the Council for providing a response to the Reforming Local Government: Power to Local People White Paper Consultation, which ran between 3rd February and 28th April 2015. It also advises that all responses have been considered and summarised in a report which is available on the Welsh Government website <http://gov.wales/docs/dsjlg/consultation/150717-power-to-people-consultation-responsesv2-en.pdf>. The responses will assist the preparation of the second Local Government Bill, which is scheduled to be published in draft for consultation in autumn 2015.
Noted.
3. Email on 10th August 2015 from the Environment Department of Carmarthenshire County Council. This advises that a request has been received from Pembrey Country Park for the provision of a prohibition of waiting at any time along Factory Road, Pembrey. The extent of the proposed restrictions are outlined on the plan *attached*. Any comments/objections are invited to be made by 23rd September, after which the matter will be proceeding to full public consultation.

Noted but County Councillor Hugh Shepardson advised that the reason for this proposed prohibition of waiting was due to many people parking outside the Country Park and then walking in, whilst others had paid an entry fee.

4. Email on 10th August 2015 from the Forward Planning Manager of the Planning Division of Carmarthenshire County Council. This advises that Planning Services – Forward

Planning Section is preparing a Planning Brief on behalf of the County Council's Corporate Property Division to inform any future proposals for residential development at Burry Port Junior School. The planning brief will assist in understanding the site's particular considerations, ahead of its potential disposal by Corporate Property. The brief will provide interested parties with a clear indication of the Council's likely requirements in relation to the site. The Forward Planning Manager indicates that as part of the brief's preparation, the County Council would welcome an opportunity to meet and discuss the initial conclusions in relation to the challenges faced by the site and to advise as to next steps in the formulation of the brief. The email invites potential convenient dates to be provided for such a meeting to take place with representatives from the Town Council.

It was APPROVED that the Mayor, Deputy Mayor and Councillors Mrs Pat Jones, Mrs Moira Thomas and Michael Theodoulou act as representatives at such a meeting.

5. Letter dated 11th August 2015 from One Voice Wales, providing details of the nine motions being put forward at the One Voice Wales Annual General Meeting to be held on 3rd October 2015. ***Copy attached.***

Cllr Stephen James confirmed that he would be attending the Annual General Meeting as the Council's representative and it was APPROVED that he should vote at the meeting, as he sees appropriate.

6. Email on 11th August 2015 from the Environment Department of Carmarthenshire County Council. This advises that a request has been received for a prohibition of waiting at any time in the vicinity of Cliff Terrace, Burry Port, as outlined on the ***plan attached***. It is believed that the proposals will aid road safety in the area. Any comments are invited to be made by the 30th September 2015, after which the matter will be proceeding to full public consultation.

Members expressed support for this proposed prohibition of waiting.

7. Email on 17th August 2015 from One Voice Wales, forwarding a letter from the Minister for Public Services (***copy attached***). It also provides details of a link to the Consultation on the Draft Directions to the Local Democracy and Boundary Commission Wales.
<http://gov.wales/consultations/localgovernment/directions-local-democracy-boundary-commission-wales/?status=open&lang=en>

Noted.

8. Email on 26th August 2015 from Mr Matt Morden of Carmarthenshire County Council, in response to an email sent by the Clerk requesting an update. The email attaches a copy of the registration details at the Land Registry relating to Pembrey Memorial Hall, which shows Carmarthenshire County Council being registered as the proprietor as of 11th October 2012. Mr Morden has been advised by his legal colleagues that if a lease is to be granted to the Town Council, then no individual would be named on the lease and it would be in the name of Pembrey and Burry Port Town Council. The email also refers to the fact that the land is subject to a Trust and that the beneficiaries of the Trust are "the inhabitants of the ward of Pembrey". In order to pass the property to the Town Council (to include a lease), the terms of the Charities Act 2011 have to be complied with, which would require a resolution being made. Accordingly, officers in the Legal Department of the County Council are still considering what consent/resolution is needed. The Clerk has requested Mr Morden to attend the intended meeting with Mr Jonathan Fearn and

representatives from the Town Council, when hopefully a full update on Pembrey Memorial Hall can be provided.

Noted.

9. Email on 7th September 2015 from One Voice Wales, attaching a letter from the Director for Local Government from the Welsh Government. This advises that the Welsh Government has published its draft Statutory Guidance for the Well-Being of Future Generations (Wales) Act 2015. This guidance is aimed at Town and Community Councils that will be subject to the duty to take all reasonable steps to meet the objectives set out in a well-being plan. However, it is also hoped that Councils that are not subject to the duty may also consider what steps they could take to contribute to meeting the local objectives included in the local well-being plan.

Public Services Boards will have to consider how they contribute to a prosperous, resilient, healthier more equal Wales, with cohesive communities, a vibrant culture and thriving Welsh language and a Wales that is globally responsible. These seven well-being goals provide for a legally binding common purpose, and supported by the five ways of working required by the Act, can drive forward the well-being of communities in Wales.

The consultation runs between the 7th September and the 16th November 2015 and can be accessed at <http://gov.wales/consultations/people-and-communities/shared-future-shared-purpose/?lang=en> Also, consultation events will be run during October, the nearest taking place at Swansea on 22nd October, which representatives from Town Councils are encouraged to attend. The letter also advises that materials will be made available during the consultation to assist conversations within organisations on how to get the best out of the new legislation, in advance of the duty coming into force in April 2016.

It was noted that the Clerk of Llanelli Rural Council would be attending at the October Town Council meeting, to advise members on work undertaken by his Council to prepare a whole place plan.

10. Email on 8th September 2015 from One Voice Wales, forwarding information from the Chief Planner of the Welsh Government. This advises that the Welsh Government is consulting on changes to national retail planning policy and guidance. The aim of the review is to update planning policy and guidance, so that it is in line with the Welsh Government objective to enhance the vitality, attractiveness and viability of established centres. The consultation runs until 26th November 2015 and consultation documents, copies of the draft revised policy and guidance documents, and a response form are all available online at <http://gov.wales/consultations/planning/proposed-changes-to-ppw-and-tan-4/?status=open&lang=en>

It was APPROVED to refer this matter for consideration to the Town Council's Planning Committee.

79. To receive reports by elected members, if any

There were no reports from elected members.

80. Report of the Clerk on matters of administration

1. Notification received from the external auditor, BDO LLP, that the audit for the year ended 31st March 2015 has been completed. This confirms that no matters of concern were identified. Three minor issues were highlighted. The RFO will present the Annual Return for formal approval, together with the issues arising report, when he is present at October's Town Council meeting. In the meantime, a copy of the letter from the Internal Auditor is **attached**, as referred to at the last Town Council meeting.
Noted.
2. Following on from the meeting with other local Councils on the 29th July 2015 (notes of which have been circulated), confirmation has been received that at a recent meeting of Llanelli Joint Burial Authority, it was approved that the Cemetery Manager at Llanelli District Cemetery undertake preliminary audit work on Llangennech Community Council's and Pembrey and Burry Port Town Council's public cemetery service. Thereafter, the Cemetery Manager will produce a scoping report. On the assumption that there will be no negative impact on Llanelli Joint Burial Authority's service arrangements, views will then be sought from both Llangennech Community Council and Pembrey and Burry Port Town Council on how to proceed in potentially developing bespoke service support to each Council. It is envisaged that the preliminary audit work will be completed by early November.
Noted.
3. Notification received from Carmarthenshire County Council that its Housing Services Department, in conjunction with the Welsh Government Scheme, Nest, is holding an energy efficiency awareness event in Burry Port on Friday 16th October. This will be held at Friendship Square (junction of Stepney Road and Station Road).
Noted.
4. Information received from the Senior Communications Manager of Welsh Water on 14th September 2015 that some changes have been made to the RainScape programme of work on the New Street project. The planned timetable is effectively being reversed, with work commencing on 14th September from outside number 89 New Street, working towards number 4 New Street. This work will be ongoing until the middle of November. It is then expected that work will be carried out in Parkes Street for around two weeks from mid November, prior to moving into Station Road at the end of November through until Christmas. The work will normally be undertaken from Monday until Friday between the hours of 8am until 6pm. The majority of roads within the area will remain open but temporary traffic lights will be used to ensure work can be carried out safely. There will also be some temporary parking restrictions during this time. Letters have been sent to properties which will be affected and also, a visit was recently made by representatives from Welsh Water to a number of businesses in the area. Furthermore, fortnightly information sessions are to be held at Burry Port Library, with the next sessions taking place on Monday 21st September and Monday 5th October from 3pm to 5pm.
Noted.
5. Email received from the Estates Department of Welsh Water, indicating that the proposed start date to undertake work related to the RainScape project on the site of the Memorial Hall (as previously approved in the Town Council meeting on the 17th

June 2015) is 2nd November, with a time estimate of three weeks to complete. Although there are bookings and normal meetings during this period, due to their nature, the work should not cause too much disruption. Subject to the date being agreed, then it has been indicated that arrangements will be made for an agreement with plans to be forwarded to the Town Council.

Noted.

6. Email received from the Vice Chairman of Burry Port Memorial Park Bowling Club, thanking the Town Council for cutting the perimeter hedge of the bowling green. The email also commends the excellent standard of work of the staff and the courteous way in which the work was carried out.

This was noted but it was also APPROVED that details of all members of the Town Council staff should be placed on the Council's website.

7. Letter received from the Secretary of Burry Port Memorial Park Bowling Club on the 16th September, requesting a meeting with the Town Council (**copy attached**).

Cllr John James declared his interest in this agenda item and therefore left the meeting prior to any discussion. Members were agreeable to the suggested meeting and it was APPROVED that the Chair and Vice Chair of both the Finance Committee and the Regeneration and Leisure Committee should initially meet with the organisation. The Clerk will therefore make the necessary arrangements.

Final item to be taken in camera item no 75

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.