

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 21st January 2015

Councillor Andrew Phillips (Mayor)

Councillors Graham Davies, Ken Edwards, Mrs Jean Hire, John James, Stephen James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, David Owens, Mrs Moira Thomas, Mrs Mary Wenman 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, 7.15pm – 9pm)

133. Opening Prayer

The opening prayer was given by Cllr Graham Davies.

134. Personal Matters

Apologies were received from Cllrs Malcolm Davies, Mrs Susan Northam and Michael Theodoulou.

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

Members confirmed their usual declarations of interest. Additionally, Cllr John James declared an interest in respect of Burry Port Memorial Park Bowling Club due to a letter received from its secretary being considered under items of communication.

136. Police Business

PCSO Phillip Davies attended but was unable to stay to deliver the police report. A copy was therefore left with the Clerk, who read out the following report:

During the month of December 2014, 19 crimes have been reported in the Burry Port section down from 23 in the same period last year. The detection rate for the year to date is 67.5%.

Within the month of December officers have had to attend to 122 calls, 25 of these needed an immediate response, 38 had to be answered within the hour and 32 were registered as simply needing attendance with another 27 not needing a response.

Crimes of note:

Criminal Damage

There have been 2 recorded cases of criminal damage in December. One of which was a vehicle had its wing mirror damaged whilst parked at Parc Y Minos Street, enquiries have been conducted but have led to no suspects being identified.

Burglary

No recorded burglaries during December.

Anti-Social Behaviour

There were 7 anti-social behaviour calls in December, with 1 call in relation to the street market where unknown youths were being a nuisance, officers have attended but they had made off prior to police attendance.

Drug Offences

In December there were 2 drug offences recorded and detected for the Burry Port section with a 100% detection rate. Both offences were possession of cannabis with both persons receiving adult cautions.

The Team are currently working on several warrants and are always keen to gain intelligence from the community.

Following the report, a member referred to the fact that there is damage to the top of the wall surrounding the Grillo Site. Although it is unknown how the damage has been caused, it was **APPROVED** that this information be communicated to the local police station, for investigation.

137. To confirm the minutes of the meeting held on 17th December 2014

The minutes of the Town Council meeting held on 17th December 2014 were accepted as a true record.

138. Information from the aforesaid minutes

Prior to specifically considering any matters arising, a member advised that it was his recollection that there was a previous resolution that councillors' names should not be mentioned in the Town Council minutes, save for when a proposal is made. The Clerk advised that this resolution must have pre-dated her appointment, as she had no knowledge of this and had continued to follow the format of her immediate predecessor.

P92 (117) Police business

It was discussed that there had been a poor attendance at the last PACT meeting. It is hoped that more councillors will attend these meetings, which now take place on the first Wednesday of each month. Reference was made to the fact that previously, council representatives had been appointed to attend. Some concern was raised that the Sergeant does not attend the meetings, which are instead run by the PCSOs. It was also discussed that the items being discussed at the PACT meetings need to be addressed. It was suggested that the potential withdrawal of CCTV from Burry Port could be an item for discussion at the next PACT meeting. It was also indicated that this issue would be raised once more at a Crime Panel meeting that coming Friday.

P93 (120) Report of the TSO – snooker room

Following a query, the Clerk confirmed that the holes in the snooker room floor have now been attended to.

P99 (128) Consideration of representing Wales in the 2015 Britain in Bloom UK final

Following a query, the Clerk advised that there had been discussions regarding the boards at the recent Regeneration and Leisure Committee meeting. Members had approved that advice be sought from the County Council as to what would be acceptable and could work well in relation to the erection of two boards.

139. Report of the Technical Services Officer (TSO)

Due to the TSO having only very recently returned from annual leave, there was no written report but he confirmed that he was happy to verbally address any queries. A query was raised in relation to the apparent leak in the roof of the Memorial Hall. The TSO confirmed that the previous week, he had spoken to the company that installed the roof. Additionally, a query was raised in relation to the new heating system in the Memorial Institute in that the temperature did not appear to be regulated very well. The TSO advised that he was meeting with the relevant contractors the following day.

140. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 4th December 2014

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

Matters Arising

P1 (4) Matters Arising – update on commemoration of WWI

Members were reminded that there was a World War I concert the following Friday, in which the harpist, Carwyn Tywyn would be participating.

P2 (5) Update from Heritage Trail Sub Group

Members were updated that the Heritage Trail funding bid should be submitted in the early summer. Meetings have taken place with two representatives from the County Council, who are happy to assist in providing guidance on the completion of the application forms and also translation facilities. The Heritage Group is initially looking at erecting ten boards in Burry Port. It was confirmed that although the group has been extended, it is still Council led.

P3 (10) Sponsorship of flowerbeds

Members were updated that it is intended that letters be sent to local businesses, seeking sponsorship for the planting of flowerbeds/roundabouts. The businesses will be provided with recognition for this sponsorship, although at present, it is uncertain what precise format this will take. Details can be placed on the Town Council website and signs could be placed on the flowerbeds. However, planning permission would be required for signage on the roundabouts, which it is highly unlikely would be granted.

141. 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 December 2014 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	288,278.95		288,278.95
Community Account	18,629.12	11,468.41	7,160.71
Imprest account	190.72		190.72
	£307,098.79	£11,468.41	£295,630.38

2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st December 2014:-

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Heart internet	Web provider	3	8.99	1.80	10.79
Trade UK	Hall - maintenance	1	24.55	4.91	29.46
Consortium	Hall - Cleaning materials	1	155.07	31.04	186.11
Philip Mann	Xmas trees	9	800.00	160.00	960.00
BT Payment Services	Admin - Internet service	3	44.00	8.80	52.80
Llanelli Blinds and Upholstery	Memorial Hall - Refurbishments	1	850.00	170.00	1020.00
Travis Perkins	Hall - maintenance	1	69.99	14.00	83.99
Door Fabrications	Pembrey Library - maintenance	1	485.00	97.00	582.00
Acorn Amusements	Noticeboards	9	53.46		53.46
Trade UK	Cemetery	4	9.78	1.96	11.74
Lyreco	Admin supplies	3	127.19	25.44	152.63
British Gas	Hall - Gas heating	1	735.09	147.01	882.10
Plusnet	Internet provider	3	15.00	3.00	18.00
Biffa	Cemetery - Refuse costs	4	74.72	14.94	89.66
Biffa	Hall - Refuse costs	1	85.05	17.01	102.06
AMROC	Pembrey Memorial Hall - maintenance	1	120.00	24.00	144.00
AMROC	Hall - maintenance	1	160.00	32.00	192.00
Cathedral Leasing	Hall - cleansing	1	64.98	13.00	77.98
Xerox Finance	Admin - Photocopier	3	39.63	7.93	47.56
Emyr Rees	Memorial Hall - Refurbishments	1	430.00		430.00
CCC	Xmas lighting - sockets & timers	9	1575.00	315.00	1890.00
Parker Plant Hire	Hall - Storage	1	56.00	11.20	67.20
Parker Plant Hire	Hall - Storage	1	56.00	11.20	67.20
IWEC	Xmas lighting	9	5500.00	1100.00	6600.00
IWEC	Hall maintenance	1	57.40	11.48	68.88

Civic expenditure is within budget. The RFO advised that there were a couple of invoices still to be paid for the Civic Service.

Expenditure on the cemetery/footpaths is within budget. The RFO advised that the invoice for footway lighting had been received that week and taking this into consideration, expenditure is slightly over budget for the whole of the year. The RFO confirmed that he and the TSO would be considering the maintenance and repairs costs, as these are considerably over budget, although this is partly due to an increase in refuse costs.

Expenditure on the Hall and Institute is overall within budget. However, he and the TSO will be looking into the electricity costs, to consider a possible virement.

In relation to the Hall and Institute refurbishment, the expenditure to date is now approximately £19,000. The RFO confirmed that it is hoped that the grant monies can be shortly claimed, once checks have been carried out to ensure that payment has been made of all invoices relating to work covered by the grant.

Expenditure on the Copperworks is within budget, as is the former Pembrey School.

Expenditure on Pembrey Memorial Hall is also overall within budget, although some headings are over budget due to annual payments having been made.

Expenditure on Special Projects is overall just within budget. The RFO highlighted that there is still the outstanding issue of expenditure on floral displays, although an adjustment has already been made for expenditure which was authorised last year but not incorporated into the budget.

The RFO confirmed that net expenditure for year to date is 60.86% and is therefore within budget.

The RFO advised members that at the recent Finance Committee meeting, final adjustments to the draft budget for 2015/16 were approved and therefore, the Committee was recommending the draft for approval to the Town Council. The draft budget was circulated but as some members felt that they wished to have more time to fully consider the document, it was **APPROVED** that its consideration be deferred and placed on the agenda for February's Town Council meeting.

142. To consider the report of the Finance Committee meeting held on Monday 8th December 2014

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 8th December be signed and accepted as a true record.

Matters Arising

There were no matters arising.

143. To consider any planning applications

It was advised that due to there being only two planning applications, the Planning Committee had not met that month. Therefore, members were asked to consider the two applications, as referred to below, which they **APPROVED**.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/31368	Stephen Seward 124 Dolau Fan Road	To construct an area of decking, finished level being below adjoining lawn area supported with treated timber, upright post fixed to concrete pads at bases.
S/31355	Jessica Strange 69 Station Road Burry Port	Change the use from an A1 shop to a tattoo studio, which is currently classified as Sui Generis. The proposed tattoo studio will have retail and an A1 element.

144. To consider any County Councillors' reports

County Councillor Pat Jones advised that in terms of County Council matters, there was little to report this month, due to most of the time being devoted to setting next year's budget. However, she wished to make members aware that on the 11th February, the Historical Society is holding a photographic exhibition at the Memorial Hall. This is commencing at 5.30pm and all are welcome to attend.

An update was requested in relation to Burry Port Police Station. County Councillor Pat Jones advised that no decision had yet been made by the Police and Crime Commissioner.

Concern was also expressed in relation to the provision of CCTV within the community and members agreed that it is crucial, especially in the park, as it is an extremely good deterrent. Following discussions, members **APPROVED** that a letter be sent to the Police and Crime Commissioner, strongly objecting to the proposals to drastically reduce the CCTV budget.

145. To consider the Mayor's report

The Mayor advised that he was looking forward to 2015. He updated that Rory Dickinson was obtaining quotes in relation to the new harbour footpath. Looking ahead, the Mayor reminded members of the World War I commemorative event being held the following Friday at the former OAP Hall in aid of the charity "War Child". Also, a boxing tournament is being held at the Memorial Hall on 30th January. The Mayor further advised that his charity fundraising event will be a Rock Concert, to be held at the Memorial Hall on 10th April, at which local groups will be participating. The proceeds from this event will be shared between the Mayor's chosen charities, namely Kidney Wales Foundation, RNLI and Prince Philip Hospital (for the purchase of a bladder scanner for the day unit).

146. Consideration of the appointment of an ongoing representative to attend meetings of the Community Council Liaison Forum

Members agreed that it was preferable for there to be one person regularly attending these meetings and providing feedback to the Council. Cllr Stephen James advised that he normally attends the meetings anyway, in his role with One Voice Wales and he therefore confirmed that he was happy to be the Town Council's representative and to provide feedback at meetings. It was therefore unanimously **APPROVED** that Cllr James be the Town Council's representative at the Community Council Liaison Forum.

147. Consideration/approval of a national 2.2% pay award on Local Government Spinal Column points, covering the period from 31st January 2015 to 31st March 2016 (referral from Finance Committee meeting of 12th January 2015)

The Clerk advised that this matter had been fully discussed at the recent Finance Committee meeting, following which there was a recommendation to the Council that the national 2.2% pay award be paid to all employees. Members therefore unanimously **APPROVED** this payment.

148. Consideration of arrangements for participation in the event "Fly a Flag for the Commonwealth" on 9th March 2015 (resolution of the Town Council meeting on 18th June 2014)

The Clerk referred to the resolution dating back to the Town Council meeting of 18th June 2014 when members **APPROVED** that there should be participation in this event. The Clerk had raised this at the recent Regeneration and Leisure Committee meeting, so that consideration could be given to the level of participation. The Clerk briefly outlined the minimum requirements for the day in relation to the raising of the flag and the reading of the Commonwealth affirmation by an official (the Mayor). A suggestion was made that the three local primary schools as well as Glan y Mor school should be invited to participate by sending representatives. This was **APPROVED** by members and the Clerk is to liaise with the schools.

149. Consideration of approving in principle the running of a bar at events in the Memorial Hall to generate income for the Town Council and delegating the arrangements for this to the Regeneration and Leisure Committee (referral from Regeneration and Leisure Committee meeting of 15th January 2015)

Members were updated on the discussions which had taken place at the recent Regeneration and Leisure Committee meeting regarding the current arrangements for facilitating a bar for events at the Memorial Hall. Presently, where a bar has been required, this has been undertaken by Burry Port Rugby Club, which has meant that the Town Council has not had any financial gain. Cllr John James highlighted his interest in Burry Port Rugby Club, in light of the discussions. Members agreed that there were opportunities for generating further income for the Council. Accordingly, it was **APPROVED** in principle that the Council would consider options for operating or generating income from a bar at events at the Memorial Hall. However, this is to be referred back to the Regeneration and Leisure Committee, for full consideration of the options.

150. Consideration of the appointment of members to a sub group responsible for organising events at the Memorial Hall to generate income for the Town Council (referral from Regeneration and Leisure Committee meeting of 15th January 2015)

Cllr Shirley Matthews discussed that in order to complete the finishing touches to the refurbishment of the Memorial Hall, additional income needs to be generated, which she suggested be obtained through a couple of events being held at the hall. It was discussed that currently, there is a small sub group looking into the various committee structures, which included the possibility of a Facilities Management Sub Committee. It was confirmed that this potential new committee structure needs to be considered by the Civic Governance and Personnel Committee, prior to coming to the full Council for formal approval. It was therefore **APPROVED** that this matter be deferred to a future meeting, pending the outcome of the forthcoming Civic Governance and Personnel meeting.

151. Consideration of taking on the future responsibility for the Easter Garden display in the Memorial Gardens (referral from Regeneration and Leisure Committee meeting of 15th January 2015)

Following brief discussions, it was **RESOLVED** that the Town Council take on the future responsibility for the Easter Garden display in the Memorial Gardens.

152. To consider Communications received

1. Email from PCSO Philip Davies of Burry Port Police Station on 18th December 2014. This provided information on a new online tool, which allows the public to provide feedback on the service they receive from Dyfed Powys Police. It is called “Rate your local police” and it enables feedback to be provided on any interaction with the force, based upon a five star rating, together with the ability to provide additional comments. Dyfed Powys Police are one of three forces piloting this new tool and are the only force in Wales taking part. The service is available at <http://www.dyfed-powys.police.uk/en/about-us/complaints-and-compliments/rate-your-local-police/>

Noted

2. Letter dated 19th December 2014 from the Secretary of St Illtyd’s Church Pembrey, thanking the Council for the financial donation to the Genesis Group.

Noted

3. Letter dated 22nd December 2014 from Mr Eifion Bowen, Head of Planning at Carmarthenshire County Council. This advises that Carmarthenshire County Council is holding a planning seminar at the Ivy Bush Hotel, Carmarthen on Friday 13th February 2015, commencing at 9.45am. The cost, inclusive of lunch is £15 per delegate.

*It was felt that it was important that there should be representation at this seminar, as it was commented that in future, it is likely that Town and Community Councils will have a greater say on planning issues. It was therefore **APPROVED** that the TSO and the Chair of the Planning Committee Cllr Mrs Moira Thomas attend the seminar.*

4. Email dated 30th December 2014 from the Asset Management Support Officer of Carmarthenshire County Council. This encloses a letter regarding the future management of playgrounds, parks and amenity areas following an Executive Board decision made on 15th December 2014 (**copy attached**).

Members felt that this correspondence should be properly considered. Accordingly, it was requested that the TSO, the Clerk and the RFO look into the parks within the community to collate information, particularly in relation to the costs of maintenance and their condition. Additionally, Cllr Pat Jones advised that she would endeavour to obtain as many facts as possible directly from officers at Carmarthenshire County Council.

5. Letter received on 5th January 2015 from Mr Eifion Bowen, Head of Planning at Carmarthenshire County Council. This advises that at its meeting on 10th December 2014, the County Council resolved to adopt the Carmarthenshire Local Development Plan. The adopted LDP is now the development plan for Carmarthenshire (excluding the area contained within the Brecon Beacons National Park) and will be the basis for decisions on land use planning in this area.

Noted

6. Letter from the Secretary of Burry Port Memorial Park Bowling Club dated 12th January 2015 requesting practical assistance from the Town Council regarding maintenance of hedges (**copy attached**).

Cllr John James again highlighted his interest in Burry Port Memorial Park Bowling Club and therefore briefly left the meeting whilst this matter was being discussed. Given that it has been confirmed that the height of the hedges concerned are going to be drastically reduced, the TSO advised that it would be possible for the Council's staff to undertake the requested future cutting as part of their duties in maintaining the park.

7. Letter received on 13th January 2015 from the Director of Strategic Partnerships of Hywel Dda University Health Board. This advises that Hywel Dda University Health Board and Hywel Dda Community Health Council are holding a series of meetings in communities across Carmarthenshire, Ceredigion and Pembrokeshire to provide information and to listen, with a view to improving services. The nearest workshop will take place at the Selwyn Samuel Centre, Llanelli on 9th February 2015 between 3pm and 5pm. The public are invited to attend, to find out more about local health and social care services and to share their views.

*It was **APPROVED** that Cllr Mrs Moira Thomas attend this workshop.*

153. To receive reports by elected members, if any

There were no reports from elected members.

154. Report of the Clerk on matters of administration

1. Letter from the Chair of the Standards Committee of Carmarthenshire County Council dated 14th January 2015, providing feedback on a report presented to the Standards Committee on the 4th December 2014. This was in relation to the level of compliance with the Members Code of Conduct by Town and Community Councillors (**copy attached**).

Noted.

2. Email from One Voice Wales on 15th January 2015, forwarding details from Cymru'n Cofio regarding First World War Partnership Days with the Imperial War Museum, the nearest of which is being held at the Pierhead Building, Cardiff Bay on Friday 23rd January from 10am until 4pm. Organisations and individuals working on First World War centenary projects in Wales are invited to attend, to reflect on progress so far and to shape and inform future work. The theme of the event is "Lessons Learned". Two delegates per organisation are invited to attend.

Noted.

3. Email from One Voice Wales of 16th January 2015 providing a copy of the response given by One Voice Wales to the consultation on "Planning Committees, Delegation and Joint Planning Boards". For those interested, a full copy of the document is available at the office or a copy can be emailed.

Noted.

4. Email from One Voice Wales of 16th January 2015 providing a copy of the response given by One Voice Wales to the consultation on "Frontloading the development management system". This relates to planning applications for major developments. For those interested, a full copy of the document is available at the office or a copy can be emailed.

Noted.

5. Email from two local residents of Burry Port of 16th January 2015. This advises that they are supporters of a children's football academy in the Gambia and they have just returned from their third visit to the country, when they were able to present the children with various items of football clothing. The community of Burry Port has been extremely supportive with their appeals and the academy has recognised this, by presenting a certificate which they have brought home. The email goes on to state that they would like, if possible, to present the certificate to the Council.

*Members **APPROVED** that an invitation be extended to the two local residents to attend to meet with Councillors immediately prior to the February Town Council meeting, with a small reception at 6pm.*

6. Email from One Voice Wales of 19th January 2015 advising that One Voice Wales and the SLCC are arranging the third joint conference to be held on 14th May 2015 at the Hotel Metropole, Llandrindod Wells. It advises that the event is a very important one for Councils, as it focuses on key topic areas such as community governance; devolution of services/asset transfers from unitary authorities; financial governance and accountability; and contributing to sustainability. There will be some high profile speakers in attendance, namely Leighton Andrews AM (Minister for Public Services) and Rob Andrew from Cornwall County Council. The cost of the event is £69 + VAT.

*It was **APPROVED** that the Clerk, the TSO and Councillors Stephen James and Mrs Jean Hire attend the conference.*

7. Email from the Community Liaison Officer for Keith Davies AM of 20th January 2015 forwarding information on a new £9 million programme launched by the Big Lottery Fund to create more sustainable communities in Wales by supporting asset transfers.

Copy press release attached.

Members referred this matter to the Finance Committee for further consideration.

8. Final item to be taken in camera.

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.

The confidential minute of the meeting of 17th December 2014 was circulated and **APPROVED** by members.