

Pembrey and Burry Port Town Council

Monthly Meeting

Wednesday 15th March 2017

**Present: Councillor John James (Mayor)
Councillors Geraint Davies, Ken Edwards, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell, David Owens, Andrew Phillips, Michael Theodoulou and Mrs Moira Thomas**

In attendance: Alan Howells (RFO), Lee Fox (TSO)

Minute taker: Alan Howells (RFO)

(Former OAP Hall 7.00pm – 8.50pm)

159. Opening prayer

The opening prayer was given by the Mayor, Cllr John James.

160. Personal matters

Apologies were received from Cllrs Malcolm Davies, Stephen James, Mrs Pat Jones, Mrs Susan Northam, Mrs Mary Wenman, Hefin Williams as well as Melanie Carroll-Cliffe (Town Clerk).

161. To receive members' declarations of interest in respect of the business to be transacted

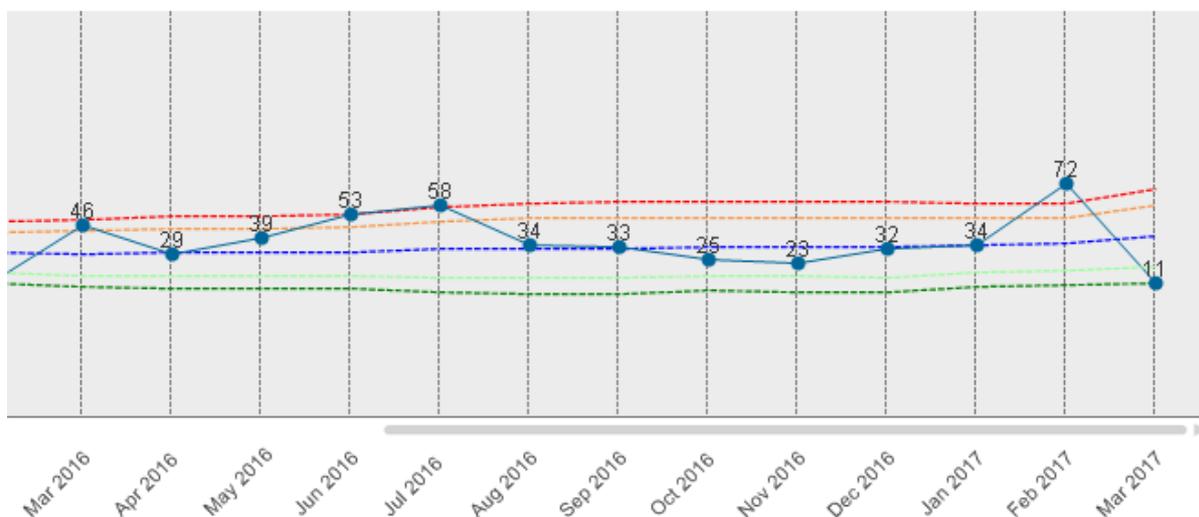
No declarations of interest were made in respect of the business to be transacted.

162. Police Business

Sergeant Dominic Jones was in attendance and presented the police report, as follows:

Crime

During the month of February 2017, 72 crimes were recorded for AZB section which is an increase from January's 34 recorded crimes.



Crime in February 2017

During the month of February 2017, the following crimes were recorded for:

Burry Port: 34

Pembrey: 38

Month	Burry Port	Pembrey	Total
Mar 2017		2	11
Feb 2017	34	38	72
Jan 2017	31	3	34
Dec 2016	28	4	32
Nov 2016	22	1	23
Oct 2016	19	6	25
Sep 2016	29	4	33
Aug 2016	31	3	34
Jul 2016	49	9	58
Jun 2016	45	8	53
May 2016	35	4	39
Apr 2016	26	3	29
Mar 2016	42	4	46

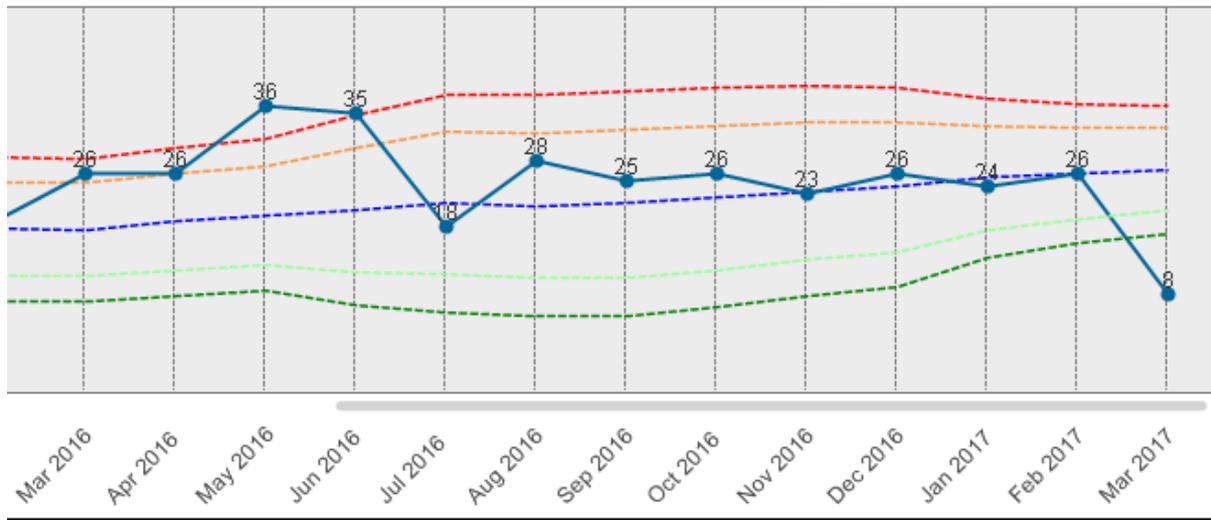
Burry Port – 10 offences recorded for Burry Port actually relate to The Ash Golf Club which is Pembrey. Of the remaining 24 offences 4 relate to assaults on police officers, 1 burglary offence (charged as per below). Nothing of concern.

Pembrey - High level of crimes for Pembrey February 2017. This is due to 27 theft, 2 criminal damage and 1 TWOC at the Ashburnham golf club (40 in total when considering the AB thefts).

3 males have been arrested. 2 have been charged with 11 offences and one remains on police bail with conditions.

Other 7 offences consist of 2 criminal damages to the Country Park, 3 thefts from vehicles, 1 criminal damage to a vehicle, 1 dangerous dog crime, 1 breach of RSO requirement,

ASB



Road Traffic Collisions

There were 11 Road traffic collisions in the Burry Port and surrounding areas.

163. To confirm the minutes of the meeting held on Wednesday 15th February 2017

The minutes of the Town Council meeting held on Wednesday 15th February 2017 were accepted and **APPROVED** as a true record.

164. Information from the aforesaid minutes

P113 (143) Police Business (CCTV)

The Mayor, Cllr John James informed members that a letter had not yet been sent to the PCC's office requesting involvement in the CCTV project as a community partner. Cllr. Robert John advised that he would be willing to assist in formulating a letter to the PCC.

P122 (154) Consideration of the intended closure of the Burry Port branch of Lloyds Bank.

Cllr Ken Edwards noted that an article on the proposed branch closure had been published in the Llanelli Star. He also queried whether letters of opposition had been sent to the bank and other organisations, as requested in the previous meeting, and whether there had been any response to these.

The Mayor, Cllr John James informed members that as the Clerk was not in attendance at the meeting these queries would be referred to her on her return.

P126 (157) Reports by Elected Members.

Further to her report on the heritage boards at the last meeting, Cllr Mrs Moira Thomas reminded members of the open day to be held on 19th March 2017, which would be held from 10am – 1pm and would involve tours, talks and activities.

165. To consider the Technical Services Officer's Report

The TSO referred to his report, which had been circulated in advance to members with the agenda, as set out below and invited observations.

During the month of February 2017 there have been the following:

- 1 Burial of ashes.
- 1 Scattering of Ashes.
- 1 Construction of headstone.

2. Paths/Grass Cutting

Carmel 57/73, Carmel 57/74, Harbour Roundabout, Pembrey Community centre.

3 Maintenance

The following areas have undergone strategic maintenance:

Gerrans Gym ceiling required repair due to broken plaster. The ceiling has been repaired and painted. The rear wall to the gym has been stripped, sealed and repainted.

Pembrey Memorial Hall has had emergency exit stairs repaired. The current steps had collapsed and needed re-concreting. The Memorial Hall has also received a remote access CCTV system. Signs have been also placed around the hall. All clubs have been visited and notified of the new system.

3.1 Memorial Park

The TSO attended a meeting with PSD Agronomy on 13/02/17 and the aim of the meeting was to arrange a full inspection of the whole drainage system at the park. There will be an interim report produced before Town Council on the 15th February. PSD agronomy will then submit a final report within 6 weeks.

4. IT Infrastructure.

The details for the IT procedure will be discussed in the next Facilities Management Committee meeting. Costings have been received for each individual.

5. Copperworks School

P4.1 *Welsh water actioned a late request from last year to cut the supply to the Copperworks School. There was no warning of the actual cut of date. On speaking to Welsh Water an email was forwarded with actual confirmation. This information was due to the fact that there was a large under floor leak and the property was to be demolished.*

The sub-contractors connection as specified by Welsh Water was completed on the 7th February 2017.

5.1 Carmarthenshire County Councils abandoned vehicle enforcement team have given notice to a vehicle situated on the Copperworks Site. The vehicle owner was notified on a couple of

occasions by the Town Council and support was given to enable more time to make the vehicle road worthy for removal.

6. Health / Safety & Hygiene

We have received quotations produced by CSA hygiene for deep cleaning of all premises. The quotations will be reviewed once received on the 28th February.

6.1 Additional training booked

We have arranged the following training for the Ground Maintenance team.
First Aid (CCC) on 23/03/17

7 Cemetery

A new software system has been sourced for the cemetery and awaits confirmation for ordering. The Clear skies software is ICCM approved and will be an asset to our administration duties. Martin Claxton will provide the TSO with an in depth demonstration on 2nd March 2017.

8 Wales/Britain In Bloom update.

Britain in bloom 2017 Pembrey and Burry Port Finalists

During the visit to Nottingham on the 2nd February we were asked to attend a selection of courses.

The courses were made up of the following:

Route planning & Itineraries

We provided our route plan via presentation to an audience of over 50 members out of around 180. During our presentation we were questioned on how we funded certain projects and how we engaged with our local schools, clubs and organisations.

The members were really interested in raising additional funds and loved the idea of our local boot sale and were overwhelmed that the volunteers carried this out from April until October voluntarily.

The members also were very interested in changing areas that appear grey in our communities like the land opposite The Engine Inn. The idea of the community growing their own Vegetables and eating them then replacing is amazing.

Judging.

We were asked to actually judge our surroundings and preparation ahead of the competition. On doing so it was clear that the community engagement is a key focus to our success for Britain bloom. Focusing on Insects and biodiversity. I marked our papers as they currently stand and we managed 168 out of 200 which would put us as a Gold award.

Portfolio Submissions

On submitting a portfolio we were given the chance to show off Pembrey and Burry Port and sell our town and village focusing on the harbour, Cefn Sidan, airport, and most of all the flowers, projects and new ideas ready for hosting Wales in Bloom as well as entering Britain in Bloom 2017.

Press and Social Media

There was detailed information on press releases with word formatting that suggested that all entrants were to use. We were ahead for social media and our website as we provided up to date news and bulletins covering both town and villages. It was also noted that clubs needed additional support in and around the social media aspect as many were weary but had actually been online.

Photography

The photography session was quite simple explaining the basics without any need of professional equipment and handling of equipment in basic ways.

Following a query on progress with the Council's application for outline planning consent on the annexe building on the Copperworks site, the TSO updated members that there was no further information in relation to this. It was also agreed that all references to the building subject to the outline planning consent should be referred to as the "annexe" building, not the Copperworks School.

Following a query whether the Cemetery new software system had been ordered, the TSO confirmed that the order had been placed.

166. To consider the minutes of the Facilities Management Committee meeting held on Wednesday 4th January 2017 and the Special Facilities Management Committee meeting held on Monday 30th January 2017

The minutes of the meetings held on 4th January 2017 and the Special meeting held on 30th January 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

There were no matters arising.

167. To consider the minutes of the Regeneration and Community Services Committee meeting held on Tuesday 31st January 2017

The minutes of the meeting held on 31st January 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising.

P3 (10) Matters arising.

Cllr Ken Edwards extended thanks to Cllrs Mrs Shirley Matthews, Mrs Moira Thomas, Cllr John Hedley Jones and the Town Council staff for their efforts in organising and supporting the recent Cawl Cennin event. The Mayor, Cllr John James reiterated these sentiments and stated that it had been a successful event.

The TSO reported that there had been 1,300 "hits" on the Town Council's website in relation to the event.

168 To consider the report of the Responsible Finance Officer

The RFO referred to his report, which had been circulated in advance to Members with the agenda, as set out below and he invited observations.

1. Bank Balances

The following cash balances are held with Lloyds at 28th February 2017 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	254,907.78		254,907.78
Community Account	34,606.14	7,768.78	26,837.36
Imprest account	586.48		586.48
	290,100.40	7,768.78	282,331.62

2. Schedule of accounts paid

The following accounts have been paid from 1st to 28th February 2017 :-

Supplier	Details	Ref	Cost ex	VAT	Total cost
			Vat		
			£		
Crane Aid	Cemetery - Equipment maintenance	4	80.00	16.00	96.00
Excel Electrics	Pembrey Memorial Hall - Maintenance	3	85.00	17.00	102.00
Travis Perkins	BP Memorial Hall/Institute - Maintenance	3	56.54	11.31	67.85
Travis Perkins	MUGA - Maintenance	3	18.53	3.70	22.23
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	12.43	2.49	14.92
British Gas	Copperworks - electricity	3	16.92	0.84	17.76
British Gas	Institute - Electricity	3	236.41	47.28	283.69
British Gas	BP Memorial Hall - Electricity	3	177.38	8.86	186.24
British Gas	Cemetery - Electricity	4	171.55	8.57	180.12
British Gas	OAP building - Electricity	3	24.37	1.21	25.58
Greenwell Power Tools	Cemetery - Equipment	4	15.00	3.00	18.00
Action Surveillance + CCTV	BP Memorial Hall/Institute - Maintenance	3	330.00	66.00	396.00
Biffa	Hall - Refuse costs	3	119.24	23.85	143.09
Biffa	Cemetery - Refuse costs	4	102.41	20.48	122.89
Lyreco	Admin - stationary	1	49.84	9.97	59.81
Miles Hire	Christmas Lighting fencing	9	73.00	14.60	87.60
Lee Fox - Britain in Bloom reimbursement	Britain in Bloom - accommodation costs	9	161.37		161.37
Plusnet	Admin	1	25.00	5.00	30.00
Lloyds Bank	Service Charges	1	5.00		5.00
CCC	Training - H+S	1	139.40	27.88	167.28
Owen Fuels	Pembrey Memorial Hall - Oil	3	516.00	25.80	541.80
Burry Port Male Choir	Special - Donations	9	100.00		100.00

Pembrey Mountain Trust	Special - Donations	9	500.00		500.00
Burry Port Memorial Park Bowls Club	Special - Donations	9	500.00		500.00
HF James	Cemetery - maintenance	4	368.00	73.60	441.60
Teleshore UK Ltd	Training - H+S	1	1210.00	242.00	1452.00
British Gas	Pembrey Memorial Hall - Electricity	3	78.10	3.90	82.00
British Gas	BP Memorial Hall - Gas	3	1008.14	201.62	1209.76
Chivers Corner Garage	Cemetery - Vehicle costs Memorial Hall	4	417.08	83.42	500.50
Auto-Dor	Refurbishments - Serving Hatch	3	604.17	120.83	725.00
Toppers	BP Memorial Hall - Cleaning materials	3	33.80	6.76	40.56
Colin Cole	Memorial Hall Refurbishments - Serving Hatch	3	480.00		480.00
Action Surveillance + CCTV	Maintenance - Burry Port Memorial Hall	3	190.00	38.00	228.00
Currys PC World	Admin - stationary	1	61.24	12.25	73.49
BT	Admin - Telephone	1	20.00	4.00	24.00
Travis Perkins	Maintenance - Burry Port Memorial Hall	3	14.01	2.80	16.81
Walker Fire (UK) Ltd	Maintenance - Burry Port Memorial Hall	3	111.25	22.25	133.50
Walker Fire (UK) Ltd	Maintenance - Pembrey Memorial Hall	3	52.05	10.41	62.46
Walker Fire (UK) Ltd	Maintenance - Cemetery	4	37.00	7.40	44.40
Plusnet	Admin	1	15.50	3.10	18.60
			8215.73	1146.18	9361.91

3. Petty Cash

Payments made from 1st to 28th February 2017

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Llanelli Star		1	0.75		0.75
Llanelli Star		1	0.75		0.75
Phone - top up		1	20.00		20.00
J Romero / Keys		3	9.00		9.00
Batteries		1	1.85		1.85
Llanelli Star		1	0.75		0.75
J Romero / Keys		3	24.00		24.00
Llanelli Star		1	0.75		0.75
Steaming ahead - laundry		3	13.50		13.50
Home bargains - Cawl Cennin		9	19.98		19.98
Total payments made from petty cash			£91.33	£0.00	£91.33

4. Budget Monitoring

The budget monitoring report for the period 1st April 2016 to 28th February 2017 had been circulated to Members.

The RFO highlighted that to be on budget, income and expenditure should be around 92% at this point in the financial year.

In relation to the budget for the Finance Committee the RFO noted that the additional income was due to income from recycling facilities in the building car parks.

In relation to the budget for the Facilities Management Committee, the RFO highlighted virements which had either been actioned or were required. In relation to income, he confirmed that the income for the SLAs would be paid during the course of the month. It was commented that income from hall rental and the cemetery is doing well. It was again commented that the new system of delegating budgets to the Committees is working well, as is the other Committees' relationships with the Finance Committee.

The RFO highlighted that as previously requested, he had separated the expenditure on the Copperworks site to reflect the two buildings.

In relation to the budget for the Civic Governance and Personnel Committee, this is within budget overall.

In referring to the budget for the Regeneration and Community Services Committee, it was again noted that additional income had been received by way of donations for floral displays. The RFO noted that this would be included within an earmarked reserve at year end.

The RFO again highlighted virements which were required within the budget of the Regeneration and Community Services Committee. Cllr Michael Theodoulou noted that these had been agreed by the Committee, but had not been actioned yet. The RFO noted that he would refer to the Clerk and action.

Cllr Michael Theodoulou also queried the additional expenditure on the Christmas Lighting. The TSO would review the costs and report back to the next meeting.

Net expenditure overall is 82.43% and is therefore within budget.

169. To consider the minutes of the Finance Committee meeting held on Tuesday 14th February 2017 (draft)

The draft minutes of the meeting held on 14th February 2017 had been circulated with the agenda for information purposes. Members were informed that the minutes had been considered and approved by the Finance Committee the previous day. It was therefore **RESOLVED** that these be signed and accepted as a true record.

Matters arising

P2 (8) Matters arising.

Cllr Ken Edwards referred to a recent article in the Llanelli Star in which the OAP Hall had been referred to as the "annexe". It was proposed and **AGREED** that the building be publicised as the "Senior Citizens Hall" in future.

The Mayor, Cllr John James proposed and it was **AGREED** that the TSO arrange for a name plaque to be fitted to the building.

170. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/35165	Mr Gary Morgan 21 Dyffryn Burry Port	Proposed 2 storey side extension to existing dwelling
S/35195	Mike Jones Land to the front of 21 Ar y Bryn, Pembrey	Outline Residential building plot
S/35254	Sustrains Cymru – Andy Rowe Cycle Path Route of dismantled railway Off Randell Square, Pembrey	Sustrains, along with Carmarthenshire County Council propose to put an information board on the verge of the cycle and walking path. This will show details of the new path and of local businesses. The proposed site is adjacent to the lower end of the access path that runs from the B4311 down to the main route.

The Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas advised that as only two applications had been received prior to the Committee meeting, the Committee had not met this month. She advised that these applications, and a further one, which had been received today had been considered prior to the Town Council meeting and approval of the three applications was recommended.

Cllr David Owens advised that there may be an issue with application number S/35195, as this is a private road. The TSO advised that he would discuss this matter with the relevant Planning officer.

Members therefore agreed that, subject to the TSO's discussion with the Planning Officer, there be a recommendation for approval of the three applications.

171. To consider any County Councillors' reports

County Councillor Hugh Shepardson reported that the County Council had approved £500k investment for a cycle track within Pembrey County Park.

Cllr Ken Edwards enquired why this project had not been reported previously and who would be responsible for the supervision and maintenance of the cycle track at a time of budget cuts. County Councillor Hugh Shepardson advised that the County Council had only recently approved the budget for this project and that it would be constructed in conjunction with Cycle Wales, who would be maintaining it.

Cllr Michael Theodoulou expressed his concern that the County Council was spending £500k on a cycle track whilst it was struggling to maintain playgrounds.

Cllr Robert John queried whether this investment would be in addition to the cycle track investment in Carmarthen Park.

Cllr Mrs Shirley Matthews advised that it would be an additional project and that the cycle track would increase income for Pembrey County Park, which would boost the local economy.

County Councillor Hugh Shepardson acknowledged the comments made by all members, but was pleased with the investment within the Town Council area.

Cllr Mrs Shirley Matthews also reported that the County Council had approved a £1.5 million investment for housing in Garreglwyd.

172 To consider the Mayor's report

The Mayor, Cllr John James informed members that the County Council had approved a budget for the repair and maintenance of the harbour walls, with work commencing soon on this.

He also reported that the County Council had approved a motion which would allow police officers and PCSOs to issue tickets in relation to enforcement issues. Further initiatives would also be rolled out in conjunction with the police in the near future in relation to enforcement and anti-social behaviour.

The Mayor, Cllr John James informed members that other County Council issues such as the "pinch point" at Seaview Terrace and graffiti on the lighthouse had been raised with CCC staff and were being dealt with.

Cllr Michael Theodoulou requested an update on the recent court case regarding a former member of staff from Pembrey Country Park.

The Mayor, Cllr John James responded that operational issues were being monitored by the Audit Committee and that a new manager had been appointed to the Country Park.

173 To further consider the proposed asset transfers from Carmarthenshire County Council, to include the recommendations of the Facilities Management Committee meeting of 7th March 2017

Cllr Michael Theodoulou advised that the Town Council had not received the report from the Consultant on the Memorial Park's pitches.

In response to a query on progress with the smaller play areas, the TSO reported that he had only recently received the inspection reports.

It was noted that the Facilities Management Committee had discussed and recommended that the Town Council take over two smaller parks, one in Pembrey (Waun Sidan) and one in Burry Port (Burrows Terrace) from the County Council.

Following discussion on this it was agreed that the Facilities Management Committee recommendation be **APPROVED**.

County Councillor Hugh Shepardson also advised that the County Council had S.106 monies specifically for maintenance of some small parks in the Town Council area.

The Mayor, Cllr. John James noted that he would pursue this issue with the County Council.

With regards to the maintenance of grassed areas Cllr David Owens noted that the Civic Governance and Personnel Committee had considered this and had agreed that their preference would be to outsource the work rather than employ further staff for this work.

174. To consider the potential re-location of the Spanish Civil War Memorial currently positioned in Burry Port Memorial Institute (referral from Town Council meeting of 15th February 2017)

Further to the discussion on this item at the last Town Council meeting, Cllr Michael Theodoulou noted a request from Cllr Stephen James that the item be deferred to a future meeting so that further research can be undertaken on this. This was **AGREED**.

175. Reports by elected members

There were no reports from elected members.

176. To consider communications received and the report of the Clerk on matters of administration

Due to the Clerk's absence, there were no reports to consider.