

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 16th November 2016

Present: Councillor John James (Mayor)

Councillors Malcolm Davies, Ken Edwards, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Lisa Mitchell, 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), Lee Fox (Technical Services Officer) and Alan Howells (RFO)

(Former OAP Hall 7.00pm – 9.15pm)

97. Opening prayer

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

98. Personal matters

Apologies were received from Cllrs Geraint Davies and Mrs Shirley Matthews.

99. 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.

100. Police Business

Inspector Christopher Reynolds was in attendance and presented the police report, as follows:

During the month of October 2016, **27 Crimes have been reported in the Burry Port Section.**

All the crimes have been recorded.

Within the month of October officers have attended 152 calls, 41 of which were an immediate response, 55 had to be answered within the hour on a Priority Response, 57 were scheduled simply needing attendance within 24 hours, and 49 calls were reported on a Resolution not requiring Police Officer Deployment.

Incidents of note are:

Criminal Damage

There have been 7 cases of criminal damage.

Burglary

6 Reported Offences of Burglary.

Anti-Social Behaviour

There were 24 Anti-Social Behaviour calls in September.

Road Traffic Accidents

There have been 18 recorded Road Traffic Accidents in the Burry Port and surrounding area.

Cllr Mrs Mary Wenman referred to discussions at the previous Town Council meeting and that the additional support offered in relation to Burry Port Memorial Park was appreciated. However, she indicated that she was aware that on Monday 7th November, a great deal of glass was present at the park. Also, she advised that she is aware that problems are worsened on weekends due to youths congregating and drinking alcohol at the park. The Inspector assured that the police would continue to monitor and patrol the park. He also suggested that if anyone is aware of an incident occurring at the park, then they should telephone 101 as soon as possible, to enable the police to search the area and speak to the persons present.

Cllr David Owens indicated that as a Councillor for the Pembrey ward, he had concerns in relation to the figures which had been quoted and he enquired what patrols took place within Pembrey. He also enquired what time of day the crimes are occurring. The Inspector advised that there is a patrol plan and that areas are patrolled around intelligence obtained and a mapping system for the particular areas. He also indicated that the number of calls are not that many for the size of the village. He further indicated that anti-social behaviour can comprise of numerous acts, even nuisance phone calls and that he did not believe there was anything particularly serious in Pembrey.

Following a query raised, the Inspector also confirmed that the figures include Pembrey Country Park and Shoreline. Therefore, they include visitors to the area.

Lastly, Cllr Robert John referred to the presence of CCTV, which is aimed at the park and MUGA and requested whether it could be ensured that it is sited correctly in order to log incidents. The Mayor, Cllr John James also commented that it would be helpful to have clarification of who owns the cameras and which ones are working. The Inspector confirmed that he would attempt to obtain this by the next meeting.

101. To confirm the minutes of the meeting held on 19th October 2016

The minutes of the Town Council meeting held on Wednesday 19th October 2016 were accepted and approved as a true record.

102. Information from the aforesaid minutes

P70 (88) County Councillors' reports

- Cllr Mrs Moira Thomas queried if there was an update on the intended intensified warden presence along Station Road, Burry Port. The Mayor, Cllr John James indicated that he believed that there was now more discipline in relation to parking in the area. However, Cllr David Owens did not agree and indicated that he was still aware of parking issues at peak times, during early morning and in the afternoon. The Mayor, Cllr John James indicated that he had met with Mr John McEvoy of Carmarthenshire County Council and

a warden, and he had been informed that there would be a warden in attendance three times a week but he would chase this up with Mr McEvoy.

- As Cllr Andrew Phillips had not been present at the previous meeting, he queried the new use of the old junior school in Burry Port. The Mayor, Cllr John James indicated that it does look as if it will be used for educating children with behavioural problems, with a view to them ultimately returning to mainstream education. The children will be from all areas in Carmarthenshire. Cllr Michael Theodoulou indicated that his organisation, CBSA runs a similar facility in other areas and that the pupil/staff ratio is very high, with the children having far more attention than at mainstream school. Furthermore, many of the children progress to performing well. Following a query, it was indicated that the age range of the pupils would be 11 to 16 years, with the majority being 14 years of age or older.

P72 (93) to consider/approve a protocol on Councillors' attendance at the Council office, other than for arranged Committee or Sub Committee meetings

Following a query as to whether there had been a noticeable difference in relation to members' behaviour in attending the office, the Clerk advised that she believed members were more mindful of the position.

P74 (95) Report of elected members

The Clerk advised that the current consultation by the Independent Remuneration Panel for Wales was ending on 28th November, following which a report would be published in February 2017. It would be appropriate at that stage for the issue of payments to Councillors to be considered once more.

P76 (96) Report of the Clerk on matters of administration

(5) Cllr Ken Edwards referred to the fact that due to his recent ill health, he had been unable to circulate the Order of Service leaflets in the Memorial Gardens, as intended and he thanked those who did. He also expressed thanks to Mrs Ava McGill for her assistance in designing the excellent leaflets.

103. Technical Services Officer's Report

The TSO outlined his report, which had been circulated in advance to members, as set out below.

1. Burry Port Cemetery

During the month of October 2016 there have been the following:

- 1 Scattering of ashes
- 2 Burial of ashes.

1.2 Foot Paths

The following areas have undergone strategic maintenance:

Carmel: Brocyll Farm: H Williams 12: H. Williams 62a: St Illtyd's Walk: Bryndias.

1.3 Maintenance

The Burry Port Memorial Institute toilets have received cosmetic repair and a full re-paint. A new layout was created utilising the toilet rooms to create one staff room. This was in agreement with the Cylch and is now fully operational.

During October 2016 Pembrey Memorial Hall passage way has received cosmetic repair and a full re-paint.

Wales in Bloom comes to an end with the removal of all the hanging baskets in Pembrey and Burry Port. We will continue to closely monitor the remaining flowers and remove the bedding plants as winter takes place.

Pembrey Memorial Institute, Hall and Pembrey received routine maintenance and servicing to the heating and boilers.

Fire alarm tests and evacuation procedures were carried out with the Cylch nursery. The staff and pupils were safely evacuated to the allocated safety call check point in the Memorial Gardens and completed in the relevant time.

2. IT Infrastructure.

We have sent out enquiries for quotations on our IT structure as mentioned during a discussion in the last Town Council meeting. To complete our three year plan there would be considerable cost if we were to leave Carmarthenshire County Council's IT department. The information will be submitted in the next Regeneration and Community Services Committee meeting. Two additional IT infrastructure specialists are to provide quotations based upon the set up advised by Carmarthenshire County Councils IT department.

3. CCTV

We have received additional costings for the next phase of CCTV Installation to cover Pembrey Memorial Hall and Dolau Fan Cemetery. The details will be passed onto the next Facilities Management Committee meeting.

4. 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 off 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.

We have now received a quotation for the new connection of water supply to the Band Room (Copperworks). The quotation has been passed to Finance and awaits approval. Once approval is authorised the sub-contractors are ready to install the first stage of connection as specified by Welsh Water.

P4.4. British Gas / Electricity Supply- Disconnection service through Western Power.

The disconnection of the electricity to the Copperworks School has now been completed.

Western Power has removed the school's meter and overhead cables to the property to ensure safety.

5. Health / Safety & Hygiene

We have carried out additional cleaning for the Memorial Institute. We will continue to monitor the new layout of the WC's and report back any concerns or difficulties. The new set up will allow staff privacy and not prolong the wait for the use.

The Town Council Health & Safety Manual has been reviewed and three units have been submitted for review.

COSHH. (Control of substances hazardous to health)

HAVS. (Health Surveillance for Hand arm vibration syndrome)

Transport Policy. (Van/Towing)

6. Pembrey Memorial Hall

6.1 Tree Surgeons have visited Pembrey Memorial Hall and carried out strategic safety advisories and maintenance in relation to the consultation provided by the contracted arborist.

As advised by the arborist, the topping for two existing trees were detailed as a risk and were to be removed within a month's notice. The first tree identified was overhanging the Old Vicarage which had damaged the lower boundary wall adjacent to Gwscwm Road (A484). The second tree identified was overhanging the Pembrey Memorial Hall centre roof section. The trees were not under any preservation order and were tagged through an identification system and taken down with immediate effect. Routine planned maintenance has now been identified by the subcontracted arborist and a detailed report has been issued to the TSO. The TSO has requested additional quotes for the routine maintenance and will refer this to the next Facilities Management Committee meeting.

6.2 Reports were received that a used hypodermic needle was found on the steps of Pembrey Memorial Hall by a small youth. The youth was checked over by a nurse that was present from one of the community clubs and was safe and well. Sensibly a member of the club placed the needle in a plastic topped bottle and reported it to the TSO. The TSO collected and disposed of the needle at the local Health Centre and notified the local Police. This is an isolated serious event and will continue to be monitored.

In relation to the TSO's report, there was one query regarding the new layout of the toilet facilities in the Memorial Institute. The TSO confirmed that the staff facility could only be accessed by a key, which is retained in the office.

104. To consider the minutes of the Facilities Management Committee meeting held on 27th September 2016

The minutes of the meeting held on 27th September 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

There were no matters arising from the minutes.

105. To consider the minutes of the Regeneration and Community Services Committee meeting held on Thursday 6th October 2016

The minutes of the meeting held on 6th October 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

There were no matters arising from the minutes.

106. Report of the Responsible Finance Officer (RFO)

The report, as set out below, had been circulated to members in advance of the meeting.

1. Bank Balances

The following cash balances are held with Lloyds at 30th September 2016 :-

| | Balance at bank | Unpresented cheques | Council cash book balance |
|---------------------------------|------------------------|----------------------------|----------------------------------|
| | £ | £ | £ |
| Business Instant Access account | 262,220.88 | | 262,220.88 |
| Community Account | 34,532.05 | 3,395.16 | 31,136.89 |
| Imprest account | 16,424.99 | | 16,424.99 |
| | £313,177.92 | £3,395.16 | £309,782.76 |

2. Schedule of accounts paid

| <u>Supplier</u> | <u>Details</u> | <u>Ref</u> | <u>Cost ex</u> | <u>VAT</u> | <u>Total cost</u> |
|--------------------|-----------------------------------|------------|----------------|------------|-------------------|
| | | | <u>Vat</u> | | |
| | | | £ | | |
| Plusnet | Admin - Internet charges | 3 | 15.00 | 3.00 | 18.00 |
| Bank Charges | Admin | 3 | 5.00 | | 5.00 |
| Coach House Pianos | BP Memorial Hall - Maintenance | 1 | 75.00 | | 75.00 |
| Gravells | Cemetery - vehicle costs | 4 | 224.48 | 44.90 | 269.38 |
| Electratest | BP Memorial Hall - Maintenance | 1 | 129.60 | 25.92 | 155.52 |
| | Pembrey Memorial Hall - | | | | |
| Electratest | Maintenance | 1 | 77.25 | 15.45 | 92.70 |
| BT | Admin - Telephone | 3 | 168.10 | 33.62 | 201.72 |
| Travis Perkins | BP Memorial Hall - Maintenance | 1 | 33.16 | 6.63 | 39.79 |
| Dyfed Alarms | BP Memorial Hall - Maintenance | 1 | 300.00 | 60.00 | 360.00 |
| Dyfed Alarms | BP Memorial Hall - Maintenance | 1 | 300.00 | 60.00 | 360.00 |
| | Pembrey Memorial Hall - | | | | |
| Tradepoint | Maintenance | 1 | 31.52 | 6.30 | 37.82 |
| Tradepoint | Cemetery - Maintenance | 4 | 37.75 | 7.56 | 45.31 |
| Western Power | Copperworks - Maintenance | 1 | 278.19 | 55.64 | 333.83 |
| Lyreco | BP Memorial Hall - Materials | 1 | 35.08 | 7.02 | 42.10 |
| Greenwell Power | | | | | |
| Tools | Cemetery - Equipment Maintenance | 4 | 16.63 | 3.33 | 19.96 |
| Consortium | Pembrey Memorial Hall - Materials | 1 | 7.39 | 1.48 | 8.87 |
| British Gas | Copperworks - electricity | 1 | 13.40 | 0.67 | 14.07 |
| British Gas | Institute - Electricity | 1 | 186.90 | 9.34 | 196.24 |

| | | | | | |
|-----------------------|-------------------------------------|---|---------|---------|---------|
| British Gas | BP Memorial Hall - Electricity | 1 | 228.29 | 45.65 | 273.94 |
| British Gas | Cemetery - Electricity | 4 | 36.23 | 1.81 | 38.04 |
| British Gas | OAP building - Electricity | 1 | 22.60 | 1.13 | 23.73 |
| Excel Electrics | BP Memorial Hall - Maintenance | 1 | 414.00 | 82.80 | 496.80 |
| Travis Perkins | MUGA - Maintenance | 1 | 27.43 | 5.48 | 32.91 |
| VSI | BP Memorial Hall - Maintenance | 1 | 146.20 | 29.24 | 175.44 |
| Tradepoint | Pembrey Memorial Hall - Maintenance | 1 | 42.67 | 8.53 | 51.20 |
| Tradepoint | Pembrey Memorial Hall - Maintenance | 1 | 50.67 | 10.13 | 60.80 |
| Excel Electrics | BP Memorial Hall - Maintenance | 1 | 282.00 | 56.40 | 338.40 |
| Steven Chilvers | Admin - Website | 3 | 126.00 | | 126.00 |
| British Gas | Pembrey Memorial Hall - Electricity | 1 | 19.07 | 0.95 | 20.02 |
| British Gas | BP Memorial Hall - Electricity | 1 | 116.40 | 5.82 | 122.22 |
| Wynnstay | Cemetery - Equipment | 4 | 162.88 | 26.08 | 188.96 |
| BT | Admin - Telephone | 3 | 20.00 | 4.00 | 24.00 |
| ATECH | MUGA - Maintenance | 1 | 150.00 | | 150.00 |
| Travis Perkins | Copperworks - Maintenance | 1 | 32.56 | 6.52 | 39.08 |
| Travis Perkins | Cemetery - Equipment | 4 | 19.98 | 4.00 | 23.98 |
| Travis Perkins | Cemetery - Equipment | 4 | 6.55 | 1.31 | 7.86 |
| Chivers Corner Garage | Cemetery - Vehicle costs | 4 | 176.15 | 35.22 | 211.37 |
| Biffa | Hall - Refuse costs | 1 | 124.48 | 24.90 | 149.38 |
| Biffa | Cemetery - Refuse costs | 4 | 149.05 | 29.81 | 178.86 |
| Powercut | Cemetery - Equipment Replacement | 4 | 2929.99 | 586.00 | 3515.99 |
| BT | Admin - Telephone | 3 | 335.32 | 67.06 | 402.38 |
| Plusnet | Admin - Internet charges | 3 | 17.00 | 3.40 | 20.40 |
| | | | 7569.97 | 1377.10 | 8947.07 |

3. Petty Cash

Payments made from 1st October to 31st October 2016

| <u>Supplier</u> | <u>Details</u> | <u>Ref</u> | <u>Cost ex Vat £</u> | <u>VAT</u> | <u>Total cost</u> |
|-------------------------------------|----------------|------------|------------------------------|------------|-----------------------|
| Coop | Llanelli Star | 3 | 0.75 | | 0.75 |
| Chivers corner garage | Lights bulbs | 4 | 4.98 | | 4.98 |
| Post Office | Phone - top up | 3 | 10.00 | | 10.00 |
| LTC | Trailer plug | 4 | 10.63 | | 10.63 |
| Post Office | Postage | 3 | 1.74 | | 1.74 |
| Coop | Llanelli Star | 3 | 0.75 | | 0.75 |
| Fotoworld | USB stick | 3 | 4.99 | | 4.99 |
| Total payments made from petty cash | | | £33.84 | £0.00 | £33.84 |

The RFO highlighted the bank balances. Also, in relation to the schedule of payments, he advised that there were numerous maintenance payments and highlighted several of these, as well as a payment for a replacement mower.

4. Budget Monitoring

The budget monitoring report for the period 31st April to 31st October 2016 has been circulated to members.

The RFO advised that at this point in the financial year, income and expenditure should be around 58% of the budget. The RFO provided brief comments in relation to each Committee's budget, as set out below:

Finance Committee – Expenditure is over budget overall and this is mainly attributable to the payment of the annual insurances. He informed members that the Finance Committee will be making an internal virement from one of its other budget headings in relation to the payment of insurance being over budget. All other headings are within budget.

Facilities Management Committee – The RFO advised that in relation to income, the SLAs have not yet been paid. However, he has made enquiries with the County Council and therefore, these invoices will be submitted shortly for payment. All other headings within income are above budget, particularly the cemetery.

In relation to expenditure, several headings are above budget. The RFO highlighted that a virement has been actioned for a new mower. The RFO also referred to the fact that as a container has now been purchased by the Council, storage costs should not increase any further.

In relation to the Copperworks site, a number of payments had been necessary to address health and safety issues and also, there were payments in relation to the proposed development. The RFO advised that a virement will be made for the latter expenditure, as a budget was previously set in relation to this. Cllr Ken Edwards referred to the fact that he had previously requested if there could be differentiation between the expenditure on the two buildings on the Copperworks site and the RFO confirmed that this would be done.

Overall, the budget for the Facilities Management Committee is within budget.

Civic Governance and Personnel Committee – The RFO confirmed that this is within budget for year to date.

Regeneration and Community Services Committee – Again, this is within budget overall. The RFO highlighted the fact that expenditure on floral displays has gone over budget and although donations have been received, a virement will be required. Cllr Mrs Moira Thomas referred to a query in relation to the level of donations. The RFO confirmed that there had been a discussion at the recent Finance Committee meeting and that the particular donation in question had been received in the previous financial year.

Overall, net expenditure is within budget at 52.5%.

107. To consider the minutes of the Finance Committee meeting held on Tuesday 11th October 2016

The minutes of the meeting held on 11th October 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

P2 (5) Outstanding invoices

The RFO updated members that all instalment payments had now been discharged by Llanelli Youth Theatre.

108. To consider any planning applications

| <u>Application No.</u> | <u>Name and Address of Applicant</u> | <u>Description of Application</u> |
|-------------------------------|--|---|
| S/34632 | Mr and Mrs Tom Rendell Ty Coed Y Cwm, Burry Port | Replacement dwelling |
| S/34633 | Mr Darren Caines 24 Heol Elfed Burry Port | Proposed rear single storey extension |
| S/34656 | Mr Iwan Gravell 17 Burrows Terrace Burry Port | Double storey side extension and single storey rear extension |
| S/34663 | Mr A Williams Glan y Nant Heol Dandorlan, Burry Port | Proposed side and rear two storey kitchen / bedroom extension |

The Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas advised that approval of all applications was recommended. Members therefore **AGREED** that there be a recommendation for approval of these applications.

The TSO also provided an update in relation to the proposed removal of payphones in the area. He informed members that to date, no information had been received on the level of emergency calls made and that due to this, the Town Council's concerns had been voiced and an indication given that their removal would therefore be opposed at present.

109. To consider any County Councillors' reports

County Cllr Hugh Shepardson advised that he and Cllr Mrs Shirley Matthews had met with the Director of Environment in relation to the canal and this had been a very positive meeting. An Officer sub group had now been set up to consider a maintenance programme and hopefully, a budget will be available very shortly.

County Cllr John James informed members that much time had been spent recently in relation to the setting of next year's budget and there had been a number of seminars. He also reported that preparatory work for the new Parc y Tywyn School is commencing on 2nd December 2016, prior to the commencement of construction work.

Following a query, County Cllr Hugh Shepardson advised that the County Council is looking to appoint someone shortly as Manager of Pembrey Country Park.

In relation to a query as to whether there was an update on the proposal to move the recycling facilities, County Cllr John James advised that there was no progress at present. The County Council had identified a location by Harbour Tyres garage but Welsh Water wish to purchase this. Cllr Mrs Mary Wenman referred to the current site being unsightly in the town centre and enquired about the possibility of landscaping around this to camouflage it. She also

queried whether there was to be a facility similar to that in Llanelli but County Cllr John James advised that this is not presently being progressed.

110. To consider the Mayor's report

The Mayor, Cllr John James informed members that it had been a busy month, with him having attended a number of events, which he detailed. He had attended a prize giving evening at Glan y Mor School, the Operatic Society's annual opera, the Remembrance rugby match, a Remembrance service at Glan y Mor School, the Council's Remembrance service and the Festival of Light in Llanelli, at which Kevin Johns was in attendance.

Cllr Michael Theodoulou referred to the very successful prize giving evening at Glan y Mor School and also the presentation provided by the Headmaster and Lead Deputy Headteacher prior to the last Town Council meeting, from which it was evident that there has been immense improvement in the school, both academically and financially. He therefore proposed and it was **APPROVED** that a letter be sent to the school, to congratulate them on their efforts.

111. To consider the adoption of new Financial Regulations in line with new Model Financial Regulations issued (referral from Finance Committee meeting of 8th November 2016)

The Clerk outlined that the Finance Committee had considered in detail the new model Financial Regulations issued through One Voice Wales. As a result, the Committee was recommending the approval of these new model Financial Regulations, although it was also recommending that they incorporate parts of the regulations contained in the Town Council's existing Financial Regulations. The Clerk confirmed that there were no significant changes contained within the new model Financial Regulations.

It was therefore **RESOLVED** that the Town Council adopts the new model Financial Regulations as approved by the Finance Committee.

112. To consider an appropriate tribute to Immediate Past Mayor Cllr Mrs Jean Hire

The Mayor, Cllr John James informed members that this item had been placed on the agenda, as a result of an approach made to him concerning a potential tribute to Immediate Past Mayor, Cllr Mrs Jean Hire. He suggested that consideration could be given to re-naming the former OAP Hall, especially having regard to the support which Cllr Mrs Jean Hire gave to the Senior Citizens' organisation which meet there. He also mentioned that this hall had lost its identity to a certain extent and is referred to by some people as the annexe. Cllr Michael Theodoulou suggested that another potential option was to re-name one of the local roundabouts after Cllr Mrs Jean Hire, although he was unaware of the rules relating to this.

Following a brief discussion, a proposal was put forward by Cllr David Owens that this matter be referred to the Civic Governance and Personnel Committee to consider two or three options, prior to referring the matter back to the Town Council. This proposal was unanimously **APPROVED**.

113. To consider the date of the December Town Council meeting

It was discussed that the December Town Council meeting was due to be held on Wednesday 21st December. In light of this, the Mayor, Cllr John James proposed that this meeting does not proceed, due to its close proximity to Christmas. He confirmed that the Committees would continue to meet as normal throughout December. He also referred to the fact that there is a health and safety presentation to be held on 6th December, to which all Councillors have been invited. All members were in favour of the proposal, save for one abstention and accordingly, it was **RESOLVED** that the December Town Council meeting not take place.

114. To consider communications received

1. Email from the Environment Department of Carmarthenshire County Council on 20th October 2016. This advises that a request has been received for waiting restrictions on the lane adjacent to Danlan Road, Pembrey, as illustrated on the **attached plan**. The road is situated within a 30mph speed limit and has a system of highway lighting, as well as footways. There are limited off street parking facilities available at this location but however, there are a number of vehicles causing safety concerns due to indiscriminate parking in the area. Any views on the proposed prohibition of waiting at any time are to be submitted by Friday 25th November 2016.

County Cllr Hugh Shepardson informed members that there had been numerous complaints, which had resulted in the proposed prohibition of waiting in this area. On a related matter, Cllr Mrs Moira Thomas referred to the fact that signage outside Jerusalem Chapel had been awaited for the past three years and enquired if this could be chased up. County Cllr Hugh Shepardson confirmed that he would look into this issue.

2. Letter from the Deputy Leader (Communities) of Carmarthenshire County Council, Cllr Pam Palmer dated 25th October 2016. In this she requests support for the Christmas Toybox scheme. The letter advises that Carmarthenshire County Council's Youth Support Service is organising the scheme for the sixth year running, to assist those in difficult financial situations. A request is made for donations of new toys for children and young people aged from birth to 16 years. The nearest collection points are Ty Elwyn, Llanelli, the Town Hall, Llanelli and the Llanelli Star office. Donations should be made by the 9th December.

Noted.

3. Email from the Legal Services Department of Carmarthenshire County Council on 26th October 2016. This attaches a Notice of the Council's proposal to introduce a prohibition of driving from St Illtyd's Walk to Penymyndd, Llanelli. Any objections to the proposed order should be submitted by the 18th November 2016. **A copy of the public notice and plan are attached.**

Cllr John Jones referred to the fact that although the roadway is marked as a byway open to all traffic, it is inaccessible to cars due to the presence of kissing gates. The Clerk clarified that an additional email had been received on 10th November, and this referred to it being considered unsafe for motorised vehicles. Cllr Mrs Moira Thomas confirmed that the issue is motorcycles travelling along it.

4. Email from One Voice Wales on 4th November 2016, forwarding information on an event to be held on the 26th January 2017. This is the 'Partnership Day 2017' arranged by the Welsh Government and First World War Partnership and will be held at the Royal Welsh Showground, Builth Wells. This follows on from the success of the First World War Partnership Days held in 2015 and 2016 and is a free event.
Noted.

5. Email from One Voice Wales on 4th November 2016, forwarding information from the Culture, Welsh Language and Communications Committee of the National Assembly for Wales. This advises that the committee is undertaking an enquiry into 'the Welsh Government's new Welsh Language Strategy'. Information on the enquiry and how to submit written evidence is available on the committee's website at <http://senedd.assembly.wales/mgConsultationDisplay.aspx?ID=232>. Responses are to be provided by 30th November 2016.
Noted.

6. Email from Cllr Bryan Grew, Chairperson of One Voice Wales on the 3rd November 2016 advising of the launch of the One Voice Wales Innovative Practice National Awards Scheme. The awards are an opportunity for Councils to showcase the services they provide for their communities and an opportunity to receive deserved recognition. The entries will be used as an evidence base to inform Welsh Government, Unitary Authorities, the Third Sector and other key partners of the good work that local Councils are carrying out in their communities and how they can potentially support the work of the local Council sector in the future. There are eight categories, namely best Annual Report, best environment project, best website, best community engagement initiative, best tourism initiative, best sustainability initiative, best youth engagement and local Council service of the year. Three nominations will be shortlisted in each category and each of the shortlisted Councils will be invited to take part in the Innovative Practice National Awards Conference to be held at the Royal Welsh Showground on the 23rd March 2017, to showcase their Council's initiative. An awards ceremony will be held in the afternoon of the conference, where the winners and the two runners up will be presented with their awards and certificates. One Voice Wales will also be publishing an Innovative National Awards 2017 report following the conference, to be shared with local councils and stakeholder organisations across Wales. The closing date for entries is Friday 20th January 2017. A nomination guide has been provided, which gives further details on each category.

Due to the Council's success in relation to the Wales in Bloom competition, it was suggested that a nomination should be made under the Best Tourism initiative. It was therefore APPROVED that this be referred to the Regeneration and Community Services Committee.

115. Reports by elected members

- Cllr Michael Theodoulou advised that he had been approached in relation to a potentially dangerous situation and he was also aware of this himself. There is a problem with dog fouling on Station Road adjoining with Elkington Road, resulting in persons stepping out into the road. He was aware of an incident when a vehicle had just missed colliding with a pushchair. Cllr Michael Theodoulou queried if this issue could be addressed through policing or increased attendance of dog wardens. The Mayor County Cllr John James advised that within the County Council, they have been trying

to obtain more powers for PCSOs. Furthermore, more dog control orders are being introduced. He further advised that there have been discussions at PACT meetings and that consideration is being given to holding an awareness week. This has previously been carried out in the harbour and was successful for a time.

Cllr Michael Theodoulou queried if more bins could be installed. Cllr Ken Edwards referred to the fact that approximately four years ago, with the assistance of County Cllr Jim Jones, more bins were installed but were subsequently removed and he believed that this was due to the responsibility to empty them.

Cllr David Owens referred to this problem occurring in the same area as the parking problems and queried if it was possible to have cameras in the area.

In relation to the parking difficulties, it was also discussed that opposite the Cornish Public House, there is no pavement and no double yellow lines. The Mayor, Cllr John James advised that Mr John McEvoy of the County Council had agreed to extend the yellow lines and also, consideration is being given to there being parking bays opposite the Cornish Public House.

- Cllr Michael Theodoulou referred to his attendance at the Area Committee meeting of One Voice Wales in Llandovery the previous evening, together with Cllr Ken Edwards. At this meeting, there had been a presentation from the organisation, Nest, who assist persons in fuel poverty. He referred to the fact that a number of local residents are in fuel poverty and could benefit from assistance. He had got posters to display and also, he has drafted a press release with Cllr Ken Edwards, to forward to the Llanelli Star, as the organisation wishes people to be made aware as much as possible of the available assistance. Cllr Ken Edwards added that they had been informed at the meeting that in consultation with the County Council, letters had been sent to 11,000 households and that a person is entitled to assistance if he or she has an income of less than £16,115.

116. To consider the report of the Clerk on Matters of Administration

1. Subsequent to the appointment of Cllr Mrs Lisa Mitchell to the Town Council, members are invited to consider her potential appointment to the Council's various Committees.

Members APPROVED that Cllr Mrs Lisa Mitchell be appointed to serve on the Regeneration and Community Services Committee and also the Planning Sub Committee.

2. Notification has been received that an invitation is extended to all Councillors to attend the Annual General Meeting of Ty Mair, Burry Port Family Centre Committee. This is to be held at Burry Port Junior School, Stepney Road, Burry Port at 4pm on Thursday 24th November.

Noted.

3. Notification has been received that an invitation is extended to all Councillors to attend "a Service of Remembrance at Christmas" organised by Autumn Leaf Funeral Directors. This is an evening of music, carols and reflection. The service is to be held on Thursday 8th December, commencing at 7pm but refreshments are being served at 6.30pm before the service starts. Full details are available from the

Council office. Anyone who wishes to attend (together with family members) should notify Autumn Leaf directly on 01554 835933.

Noted.

4. The Town Council's annual Senior Citizens Christmas lunch is to be held on Tuesday 13th December 2016, commencing at 1pm. Raffle prizes from members are welcomed together with assistance/attendance on the day.

Noted.

5. Following discussions at the Civic Governance and Personnel Committee meeting held on 10th November 2016, notification is provided that the Town Council offices will close on Friday 23rd December 2016 and will reopen on Tuesday 3rd January 2017.

Following a query, it was confirmed that there are available emergency telephone numbers, which can be contacted during this time.

6. Following a number of stakeholder events held during the summer, the recently appointed Future Generations Commissioner for Wales, Sophie Howe, has published a report, providing an overview of this engagement. The report, entitled "Talking Future Generations: the conversation so far" is available to view at the Council office and is also available on the website www.futuregenerations.wales. The Commissioner has indicated that her aim is to build an ongoing conversation with people as identified key areas are developed, so as to focus on building "The Wales We Want".

Noted.

7. Notification has been received from the Local Government Democracy Division of the Welsh Government that peer networking and training events are being held as part of the Welsh Government's Diversity Democracy project. This project aims to increase the diversity of people standing for election to Local Government and Town Councils. These are free events and are aimed at persons interested in standing for Local Government or Town/Community election or for existing Councillors to offer support and improve networking and presentation skills. The nearest event is being held on Monday 5th December 2016 at Neath Community Centre between the hours of 5.30pm and 8.30pm. Places need to be booked in advance.

Noted.

8. Notification has been received from the Local Democracy and Boundary Commission for Wales that it has recently published its updated Electoral Reviews: Policy and Practice document for the programme to review all 22 principal council areas in ample time for the 2022 Local Government elections. Following the Written Statement made by the Cabinet Secretary for Finance and Local Government on 23rd June 2016, the Commission has revised the Policy and Practice document in order to meet the obligations, as set out in legislation. The publication sets out the Commission's intended timetable for conducting the reviews of Wales' principal councils, its Council Size Policy, together with the policies and procedures that it would apply in the conduct of the reviews. The policy and practice document is available at <http://ldbc.gov.wales/reviews/electoralreviews/?lang=en>.

Noted.

9. Advance notification has been received from the Pageant Master, Bruno Peek that a commemorative and remembrance event is being organised for the 11th November 2018, entitled “Battle’s Over – A Nation’s Tribute and WW1 Beacons of Light”. It is intended that at 7pm on this day a chain of beacons will be lit to commemorate a century after the ending of WW1 and to remember all those who were killed or severely injured. The beacons will symbolise the light of hope that emerged from the darkness of war. The Town Council is once again being invited to participate in this important national commemoration. A Special Guide to Taking Part will be published in February 2017 and therefore, if confirmation of involvement is received prior to the end of January 2017, organisation details will be included in the guide’s acknowledgements pages.

Members APPROVED that the Town Council should participate in this event and could consider the lighting of two beacons.

10. It was **APPROVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Confidential minute of the Town Council meeting of Wednesday 19th October 2016.

Minutes of the Civic Governance and Personnel Committee meeting of Monday 10th October 2016.

Premises issue.