

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 19th October 2016

Present: Councillor John James (Mayor)

Councillors Geraint Davies, Ken Edwards, Stephen James, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, 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)

76. Opening Prayer

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

77. Personal Matters

Apologies were received from Cllrs Malcolm Davies, Robert John, Mrs Pat Jones, Andrew Phillips and Hefin Williams.

The Clerk advised members that due to Miss Gemma Roberts having now ceased her employment with the Llanelli Star, she had asked that a short statement be read out to them. In this she thanked members for the support provided during the period of her employment with the Llanelli Star over the past three and a half years.

The Mayor referred to the forthcoming 50th anniversary of the Aberfan disaster and requested everyone present to stand for a minute's silence as a mark of respect.

Cllr Stephen James advised members that the judicial appeal which he had previously informed them of had concluded and had been successful. He further confirmed that he would provide a letter to the Clerk, as had previously been referred to, once he had received information in writing regarding the appeal. Lastly, Cllr Stephen James thanked members who had supported him in recent months.

78. 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.

79. Police Business

Inspector Christopher Reynolds was in attendance and introduced himself to members. He advised that he had been in his current post in this area for ten weeks and he hoped that he would be present at Town Council meetings in future, as he referred to the fact that he was aware of some difficulties regarding police attendance in the past. However, Inspector Reynolds did request that if a member or the Council as a whole has a particular issue to be

addressed, then this be notified to him in advance, if possible, so that hopefully answers can be provided at the meeting.

Inspector Reynolds presented the police report, as follows:

Pembrey and Burry Port Town Council Monthly Report – September 2016

During the month of September 2016

39 Crimes have been reported in the Burry Port Section

All the crimes have been recorded.

Within the month of September officers have attended 197 calls, 29 of which were an immediate response, 51 had to be answered within the hour on a Priority Response, 71 were scheduled simply needing attendance within 24 hours, and 46 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

2 Reported Offences of Burglary.

Anti-Social Behaviour

There were 22 Anti-Social Behaviour calls in September.

Road Traffic Accidents

There have been 8 recorded Road Traffic Accidents in the Burry Port and surrounding area.

Cllr David Owens referred to the fact that previously, the Council had requested more detailed information and in particular that the statistics which were being provided relate just to the Pembrey and Burry Port area. Inspector Reynolds confirmed that the information in this report did just relate to Pembrey and Burry Port.

Inspector Reynolds also confirmed the intention for Burry Port Police Station to be extended. Following a query, he confirmed this would mean that the Police Station would be closed until approximately April 2017. During this time, the Inspector will be working out of Kidwelly Police Station.

Cllr Mrs Mary Wenman requested more police presence in the evenings at Burry Port Memorial Park, especially at weekends and holiday time, due to boisterous behaviour taking place. Inspector Reynolds confirmed that he would ensure that the patrol plan is changed to take account of this.

Following a query, Inspector Reynolds confirmed that officers would be attending at schools, ensuring that children understand the potential to frighten people, especially elderly persons, in the context of Halloween activities. Also, Inspector Reynolds assured that action would be taken if a person causes distress, as this is harassment, particularly with reference to the current concerns regarding people dressing up as clowns, with a view to frightening others. Inspector Reynolds confirmed that there had been a few cases in Llanelli, although he was unaware of any in Burry Port.

Cllrs David Owens and Michael Theodoulou referred to an incident which had occurred the previous week, requiring a police response. This was as a result of youths pushing large tractor tyres onto the railway platform in Burry Port, which would have a catastrophic effect if these tyres fell onto the railway track, as they would derail a train.

The Mayor, Cllr John James thanked Inspector Reynolds for his attendance at the meeting and for his commitment to attend future meetings. He also queried if there were any additional contingencies for Halloween and Bonfire Night. Inspector Reynolds confirmed that there would be additional resources for the evening shifts. Also, the police were being proactive in trying to educate children of potential dangers.

80. To confirm the minutes of the meeting held on 21st September 2016

The minutes of the Town Council meeting held on Wednesday 21st September 2016 were accepted and approved as a true record.

81. Information from the aforesaid minutes

P45 (61) Technical Services Officer's report – Copperworks School

Following a query on the outcome of the additional bat survey, the TSO advised that this had come back clear.

P55 (73) Communications (no 5)

The Clerk updated members on information received issues with regarding the Windsor Harbour View building, following correspondence sent to the Head of the Planning Department subsequent to the last Town Council meeting.

P57 (74) Report of elected members

Cllr Michael Theodoulou queried if there was any additional information regarding work proceeding on a new path at Burry Port Harbour. The Mayor, Cllr John James confirmed that he would chase this up.

82. Technical Services Officer's Report

The TSO outlined his report, which had been circulated in advance to members, as set out below. Following this, he invited any questions.

1. Burry Port Cemetery

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

1 Opening of graves, 1 Scattering of ashes, 2 Burial of ashes

1.2 Foot Paths/Maintenance

The following areas have undergone strategic maintenance:

Elkington/Stepney Road - Moreb/Harbour/Clwb Bach Roundabouts - Stepney Road School - Memorial Park - Memorial Gardens - Pembrey Community Centre – Carmel - Penllwynuchaf - Clyndu Riding School - Lloetrach.

1.3. Visit to all Asset Plan Park proposals.

All the intended parks were visited in relation to the proposed Asset transfers. The park equipment has deteriorated in the last 6 months and awaits a full inspection from Carmarthenshire County Council. We will receive more information on October 4th 2016. Ian Edwards from Carmarthenshire County Council Parks division has received confirmation to inspect the Memorial Parks apparatus and annually provide a certified report. This will provide a detailed report on maintenance or any future work to comply with health and safety.

2. IT Infrastructure.

We have been updated on the process of reviewing the SLA Agreement with Carmarthenshire County Councils IT Department Lyn Price.

A suggestion has been put forward with a presentation for a suitable new software package. We have received new hardware which has the capability to run effectively and cope with the storage and performance required. The IT Hardware is out of date and will require an improvement plan for future benefit. (3 Year plan) We await the SLA agreement and have contacted the IT department via email. The purchase of the software is pending with the IT department at County. This will enable us to safely store all our data and also have the ability in the event of an emergency to work remotely.

Lyn Price (CCC) IT Consultant was in attendance at a meeting for external individuals on the 15/09/2016. An update has been requested for the new information and will be fed back during the next few weeks. This information will be key for our future options ensuring our IT structure is advanced and ready for future purpose.

2.1 Wireless Network.

We have currently installed telephone and Broadband services at Pembrey Memorial Hall.

The passwords below will give member's access to Wi-Fi when on site.

Burry Port : Wi-Fi Network : PLUSNET-NFMJP3
Memorial Institute Password : **cf6bf34b4e**

Pembrey Hall : Wi-Fi Network : PLUSNET-FX8C6Q
Password : **7ffa6c4ef6**

3. CCTV

We have received the first phase of installation of the remote CCTV system. The system can now have remote extensions added. A cost has been requested to cover our Pembrey Memorial Hall and Our Cemetery Storage location. A presentation was given to Facilities on CCTV and is available on request.

4. Copperworks School

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. We have now had to resubmit in house planning with Welsh Water for a new connection to feed the band room and boiler system. Welsh Water has received all the information required and can take up to 6-8 weeks prior to the application being submitted.

Quotations have been received from three contractors to carry out the connection of the main water supply to the connection with the Copper Works (Band Room). We await the connection date from Welsh Water.

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

A disconnection date has been received from Western Power. The disconnection date will be carried out on the 14/10/2016. The current meter will be read and removed. The direct overhead cable will be disconnected and removed.

5. Health & Hygiene

Clear instruction has been delivered to the caretaker and regular checks are in place to ensure a clean and hygienic environment. Plans to deep clean and paint toilet areas will be completed during the half term period. 24th October.

6. Pembrey Memorial Hall

Following on from the two separate concerns from members of the public for the condition of the trees at Pembrey Hall clear instruction were sent out to three separate tree surgeons for quotation purposes.

The full report provided by qualified tree Arborist Liz Phillips has been implemented and two trees will have to be removed with immediate effect. Costs for the removal of the trees have been discussed and the subcontractor has been notified to carry out the work. The report is available on request. The trees do not have any preservation orders and are clearly marked with tags ensuring no error. Future maintenance plans can be implemented during next spring.

7. Electrical Appliance Testing. (PAT)

Pembrey and Burry Port Memorial Hall and Institute all now comply as per the current appliance register. All items have been inspected & tested for electrical safety to the requirements of the Electricity at Work Regulations.

7.2 Security Lighting.

Maintenance has been carried out on the memorial institute security lighting. Photocell LED light bulbs have been installed reducing further maintenance and running costs.

8. Christmas Lights

Planning stages have been completed during a special meeting which included a detailed walk around Burry Port and gather the thoughts and ideas from the Regeneration Sub-committee for the 2016 Christmas lights. During the inspection on current installation it is evident that work does not comply with regulations and will require complete replacement.

Cllr Michael Theodoulou queried the up to date position in relation to the proposed new IT system and whether the Council was now in a position to formulate a plan. The TSO advised that having spoken once more to the IT Department at Carmarthenshire County Council earlier that week, he had been informed that they presently did not have the resources to undertake what the Town Council required. However, the TSO indicated that the Council did not have to obtain its software through the County Council. Cllr Michael Theodoulou emphasised the need for a plan, taking into account the overall service which the Town Council requires, to consider an upgrade of its software, additional equipment, and hardware, so as to ensure that the Council is efficient and effective. He suggested that once such a plan is in place, then consideration can be given to the best supplier to deliver it.

The TSO confirmed that he had considered other suppliers but he believes that the Town Council's best interest will be served by remaining with the County Council. The Clerk confirmed that to her knowledge, other local large Councils engaged the services of the County Council for the provision of IT services.

Following discussion, it was agreed that the TSO prepare a report to be considered by the Facilities Management Committee, to look at all issues surrounding the Council's IT requirements. Thereafter, an informed recommendation could be made.

83. To consider the minutes of the Facilities Management Committee meeting held on 26th July 2016

The minutes of the meeting held on 26th July 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.

84. To consider the minutes of the Regeneration and Community Services Committee meeting held on Thursday 8th September 2016

The minutes of the meeting held on 8th September 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) To consider any matters arising – bar facilities

Following a query, it was confirmed that the proposed new facilities come within the remit of the Facilities Management Committee, not the Regeneration and Community Services Committee, but there had been a discussion on this issue at a meeting of the latter committee.

85. 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 31st August 2016 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	322,155.26		322,155.26
Community Account	18,142.47	1,558.64	16,583.83
Imprest account	535.87		535.87
	£340,833.60	£1,558.64	£339,274.96

2. Schedule of accounts paid

The following accounts have been paid from 1st August to 30th September 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Parker Plant Hire	Memorial Hall - Purchase of storage container	1	400.00	80.00	480.00
Travis Perkins	Memorial Hall - Maintenance	1	21.66	4.33	25.99
Travis Perkins	Cemetery - equipment	4	27.51	5.51	33.02
SA1 Laundry	Memorial Hall - Cleaning materials	1	37.16	7.43	44.59
SA1 Laundry	Memorial Hall - Cleaning materials	1	21.11	4.22	25.33
Xerox Finance	Admin - Photocopying charges	3	143.09	28.62	171.71
Toppers	Cemetery - equipment	4	107.90	4.78	112.68
Toppers	Memorial Hall - Cleaning materials	1	69.98	6.00	75.98
Tradepoint	Memorial Hall - Maintenance	1	14.34	2.88	17.22
Charles and Co.	Admin - Internal Auditor	3	500.00	100.00	600.00
BT	Admin - Telephone	3	184.59	36.91	221.50
Miles Hire (Plant + Tool Hire)	Copperworks - maintenance	1	369.50	73.90	443.40
British Gas	Pembrey Memorial Hall - Electricity	1	83.15	4.16	87.31
Wrenvale Nurseries and Landscapes	Floral Displays	9	1704.00	340.80	2044.80
Wrenvale Nurseries and Landscapes	Floral Displays	9	1008.00	202.00	1210.00

Wrenvale Nurseries and Landscapes	Floral Displays	9	1500.00	300.00	1800.00
Wrenvale Nurseries and Landscapes	Floral Displays	9	5871.00	1174.20	7045.20
Wrenvale Nurseries and Landscapes	Floral Displays	9	2178.00	436.00	2614.00
Llanelli Sand	Floral Displays	9	36.29	7.26	43.55
Llanelli Sand	Floral Displays	9	75.33	15.07	90.40
Llanelli Sand	Floral Displays	9	585.36	117.07	702.43
Llanelli Sand	Floral Displays	9	619.86	123.97	743.83
Llanelli Sand	Floral Displays	9	626.48	125.30	751.78
Llanelli Sand	Floral Displays	9	815.20	163.04	978.24
Toppers	Pembrey Memorial Hall - Cleaning materials	1	145.68	29.14	174.82
Welsh Water	Copperworks - maintenance	1	64.00	12.80	76.80
Powercut	Cemetery - equipment maintenance	4	39.86	7.97	47.83
Llanelli Labour Group	Reimbursement for cancelled meeting	3	47.25		47.25
Darkin Architects	Copperworks - site survey	1	215.50		215.50
Darkin Architects	Copperworks - topographical survey	1	533.50		533.50
Darkin Architects	Copperworks - bat survey scoping	1	390.00		390.00
Tradepoint	Pembrey Memorial Hall - Maintenance	1	31.52	6.30	37.82
CCC	Garden Waste Bags	3	100.00	20.00	120.00
BT	Admin - Telephone	3	165.76	33.15	198.91
Travis Perkins	Pembrey Memorial Hall - Maintenance	1	49.00	9.80	58.80
Travis Perkins	Pembrey Memorial Hall - Maintenance	1	95.01	19.00	114.01
Tradepoint	Copperworks - maintenance	1	50.15	10.05	60.20
Gegin Fach	Civic ceremony expenditure	9	750.00		750.00
Consortium	Memorial Hall/ toilets - Cleaning materials	1	149.18	29.85	179.03
Atech	Mugga park - maintenance	1	70.00		70.00
Action Surveillance & CCTV	Memorial Hall - Equipment	1	1432.00	286.40	1718.40
Chivers Corner Garage	Cemetery - vehicle costs	4	226.62	45.32	271.94
Travis Perkins	Copperworks - maintenance	1	78.58	15.71	94.29
Travis Perkins	Copperworks - maintenance	1	9.06	1.81	10.87
Welsh Water	Copperworks - Water charges	1	21.17		21.17
Biffa	Cemetery - Refuse costs	3	119.24	23.85	143.09
Biffa	Hall - Refuse costs	1	102.41	20.48	122.89
Biffa	Cemetery - Refuse costs	4	119.24	23.85	143.09
Biffa	Hall - Refuse costs	1	124.88	24.98	149.86
Lyreco	Admin - stationery	3	41.86	8.37	50.23
Plusnet	Admin	3	15.00	3.00	18.00
Prestatyn in Bloom	Civic expenditure	9	30.00		30.00
CCC	Rates - Copperworks	1	631.80		631.80
CCC	Rates - Cemetery	1	1458.00		1458.00
CCC	Rates - Burry Port Memorial Hall	1	5103.00		5103.00
CCC	Rates - Institute	1	619.65		619.65
CCC	Rates - Pembrey Memorial Hall	1	2308.50		2308.50
CCC	Rates - Copperworks	1	1798.20		1798.20
PC World	Admin - IT consumables	3	87.50	17.48	104.98
Ieuan Rees	Cemetery - maintenance	4	45.00	9.00	54.00
Cathedral Hygiene	Memorial Hall - Equipment	1	64.98	13.00	77.98

Powercut	Cemetery - equipment maintenance	4	121.35	24.27	145.62
Chivers Corner Garage	Cemetery - vehicle costs	4	275.61	54.51	330.12
PRS for Music	Memorial Hall - licences	1	143.70	28.74	172.44
RTAC	Pembrey Memorial Hall - Maintenance	1	250.00		250.00
Powercut	Cemetery - equipment deposit	4	1000.00	200.00	1200.00
Parker Plant Hire	Memorial Hall - Equipment (storage costs)	1	19.60	3.92	23.52
Biffa	Cemetery - Refuse costs	4	119.24	23.85	143.09
Biffa	Hall - Refuse costs	1	102.41	20.48	122.89
SA1 Laundry	Memorial Hall - Cleaning materials	1	21.11	4.22	25.33
Consortium	Memorial Hall - Cleaning materials	1	44.99	9.00	53.99
Consortium	Pembrey Memorial Hall - Cleaning materials	1	63.75	12.76	76.51
Consortium	Memorial Hall - Cleaning materials	1	109.23	21.85	131.08
BT	Admin - Telephone	3	20.00	4.00	24.00
Tradepoint	Copperworks - maintenance	1	29.74	5.95	35.69
Tradepoint	Copperworks - maintenance	1	60.03	12.02	72.05
Xerox Finance	Admin - Photocopying charges	3	31.24	6.25	37.49
Action Surveillance & CCTV	Memorial Hall - Equipment	1	100.00	20.00	120.00
CCC	Garden Waste Bags	3	200.00	40.00	240.00
Welsh Water	Copperworks - Water charges	1	21.17		21.17
Travis Perkins	Copperworks - maintenance	1	11.04	2.20	13.24
Darkin Architects	Copperworks - bat survey report	1	744.31	148.86	893.17
British Gas	Pembrey Memorial Hall - Electricity	1	152.46	7.62	160.08
British Gas	Copperworks - electricity	1	13.60	0.68	14.28
British Gas	Institute - Electricity	1	170.99	8.54	179.53
British Gas	Pembrey School - Electricity	1	54.49	2.72	57.21
British Gas	BP Memorial Hall - Electricity	1	191.84	9.59	201.43
British Gas	Cemetery - Electricity	1	33.74	1.68	35.42
British Gas	OAP building - Electricity	1	22.21	1.11	23.32
British Gas	Copperworks - electricity	1	15.43	0.77	16.20
British Gas	Institute - Electricity	1	186.53	9.32	195.85
British Gas	Pembrey School - Electricity	1	53.89	2.69	56.58
British Gas	BP Memorial Hall - Electricity	1	254.66	50.93	305.59
British Gas	Cemetery - Electricity	4	51.67	2.58	54.25
British Gas	OAP building - Electricity	1	25.67	1.28	26.95
British Gas	BP Memorial Hall - Gas (Apr-June revised)	1	208.49	10.42	218.91
British Gas	BP Memorial Hall - Gas (June-July revised)	1	110.39	5.51	115.90
British Gas	BP Memorial Hall - Gas (3-25 July)	1	79.84	3.99	83.83
British Gas	BP Memorial Hall - Gas (July - September)	1	56.77	2.83	59.60
Harcourt Colour Print	Special - Donations (Friends of BP Harbour)	9	138.00	27.60	165.60
Harcourt Colour Print	Special - Donations (Friends of BP Harbour)	9	116.00		116.00
Lorne Stewart	BP Memorial Hall - Maintenance	1	93.00	18.60	111.60
One Voice Wales	Civic expenditure - AGM and conference	9	180.00		180.00

Burry Port Town Band	Special - Donations	9	200.00	200.00
Burry Port Operatic Society	Special - Events	9	810.00	810.00
Burry Port Male Choir	Special - Events	9	400.00	400.00
			41440.80	4846.10
				46286.90

3. Petty Cash

Payments made from 1st August to 30th September 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u> <u>Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
Post Office	Number plates	3	28.80		28.80
Coop	Llanelli Star	3	0.75		0.75
Burry Bargains	Cleaning materials	3	3.90		3.90
Coop	Llanelli Star	3	0.75		0.75
Burry Port Stores	Phone card	3	7.40		7.40
Coop	Llanelli Star	3	0.75		0.75
Post Office	Phone top up	3	10.00		10.00
Fotoworld	Photos - (Wales in Bloom)	3	9.99		9.99
Coop	Llanelli Star	3	0.75		0.75
Burry Port Stores	Phone top up	3	10.00		10.00
Burry Bargains	Tools	4	4.10		4.10
Plumb Centre	Handle assembly	3	38.70	7.74	46.44
Coop	Llanelli Star	3	0.75		0.75
Burry Bargains	Cards	3	3.60		3.60
WH Smiths	Diaries	3	23.98		23.98
Coop	Llanelli Star	3	0.75		0.75
Coop	Llanelli Star	3	0.75		0.75
Chivers corner	Lights bulbs	4	4.98		4.98
Total payments made from petty cash			£150.70	£7.74	£158.44

The RFO highlighted the bank balances. He advised that the schedule of payments covered a two month period. As would be expected in relation to the summer floral displays, there was some considerable expenditure during this period. The RFO also highlighted expenditure incurred with Darkin Architects, which related to the Copperworks site.

Following a query from Cllr Ken Edwards in relation to two payments for rates upon the Copperworks, the Clerk clarified that the larger sum of £1,798.20 related to the old school building, whilst the sum of £631.80 related to the band room.

4. Budget Monitoring

The budget monitoring report for the period 31st April to 30th September 2016 has been circulated to members.

The RFO advised that at this point in the financial year, income and expenditure should be around 50% of the budget. Net expenditure overall is just under 47% and is therefore within budget. In relation to the individual committees, the budget monitoring reports have already been circulated to the Finance Committee and the Civic Governance and Personnel Committee and will be considered by the Regeneration and Community Services Committee

and the Facilities Management Committee in due course. It was highlighted that the Finance Committee had urged that each committee should look at carrying out virements within its own budget first rather than requesting funds from reserves.

Cllr Michael Theodoulou referred to the fact that the Regeneration and Community Services Committee had considered the up to date budget monitoring report in detail and had been able to identify where virements could be carried out internally, to avoid having to request additional funding. Cllr David Owens also advised that at a recent Finance Committee meeting, requests for additional funds had been referred back to the Facilities Management Committee, to consider internal virements.

Cllr Stephen James queried if the Civic Governance and Personnel Committee would be using any of the budgeted funds of £3,000 for job evaluation review. The Mayor, Cllr John James advised that this was not intended at the present time, due to the work which has been carried out by the Council’s own sub group.

Lastly, the RFO advised that the budget setting process for the next financial year would be commencing the following month.

86. To consider the minutes of the Finance Committee meeting held on Tuesday 13th September 2016

The minutes of the meeting held on 13th September 2016 had been circulated with the agenda and it was **RESOLVED** that these been signed and accepted as a true record.

Matters arising

P1 (4) Matters arising – consideration of the Model Financial Regulations

Members were advised that draft new Financial Regulations had been circulated to members of the Finance Committee meeting during the October meeting, for their perusal, in advance of full consideration at the next committee meeting in November.

P2 (6) Budget monitoring

Following a query from Cllr David Owens, the Clerk confirmed that the regular date for the Facilities Management Committee meeting was being changed to the first Wednesday of each month.

87. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/34455	Mr P Hayes 9 Heol Vaughan, Burry Port	Proposed front lean to porch extension
S/34454	Mr P Hayes 9 Heol Vaughan, Burry Port	Proposed first floor bedroom extension and front porch extension
S/34469	Rob Yate Land at Brynmor, Pembrey	Creation of new field entrance and closure of existing

The Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas advised that they had not been quorate at the recent meeting. However, she and the TSO had considered the various applications and they were content to recommend their approval. Members were happy to endorse this recommendation of approval.

Members were also informed that an email had been received from the Head of the Planning Department and this related to a consultation on the removal of pay phones. There are three within the Pembrey and Burry Port area. The pay phone in Pembrey had no calls made from it over a 12 month period, whilst the other two located in Burry Port had 32 calls and 56 calls made from them. The TSO advised that he has requested details on how many of these calls were emergency calls. It was **APPROVED** that the consultation on the potential removal of pay phones should be referred to the Facilities Management Committee, for further consideration.

88. To consider any County Councillors' reports

County Councillor Hugh Shepardson advised members that following lobbying, there is to be investment of £1.6 million in Pembrey for affordable housing in Garreglwyd. He also advised that he had set up a meeting in relation to issues with the canal paths, for which there is currently no maintenance budget. He had approached the relevant Director and was awaiting her decision at a meeting to take place on the 3rd November.

County Councillor Mrs Shirley Matthews updated members in relation to work at Pembrey Country Park. She advised that work is being carried out in relation to a new toilet block, which hopefully should be operational by next summer. She also advised that plans are being drawn up by an architect for a new restaurant at the Country Park.

County Councillor John James referred to the difficulties relating to illegal parking on Station Road, Burry Port, which have previously been highlighted by Cllr David Owens. He confirmed that there is due to be an intensified warden presence in the vicinity, together with dedicated wardens in Burry Port.

County Councillor John James also advised members that there is consultation with residents in respect of the old junior school in Burry Port. He advised that the County Council is looking to relocate learning centres to the old junior school, with a view to placing children back into mainstream education. County Councillor John James advised that if the plans proceed, then it will secure the future for the Ty Mair Family Centre for at least three years. Following a query, County Councillor John James advised that most of the buildings on the site would be occupied. Children would be brought to the facility and maybe from other areas.

Following a query from Cllr Mrs Mary Wenman regarding the new Parc y Tywyn School, members were informed that there had been a slight delay but pupils should be at the school by early 2018.

Lastly, County Councillor Hugh Shepardson also informed members that site investigation works had commenced for the new Pembrey School, which should start in 2021.

89. To consider the Mayor's report

The Mayor, Cllr John James informed members that an invitation was being extended to all of them to attend the Annual Remembrance Rugby Match which is to be held on Saturday 5th November.

The Mayor advised members that he had recently attended Llanelli Town Mayor's Civic Service. He had also attended the Park Committee's Halloween party, which had been a very successful event.

The Mayor referred to the litter picks which are proceeding well, in which Cllr Mrs Shirley Matthews is also involved. He indicated that other organisations are looking to get involved, including the Probation Service and also, possibly the organisation looking to take over the junior school site.

90. To consider the co-option of a new member to the Town Council

Cllr Michael Theodoulou declared an interest, as one of the candidates works for him. However, he confirmed that he had taken advice and was still able to vote. Cllr Mrs Shirley Matthews also declared an interest, as two candidates are members of the Carnival Committee.

The Clerk referred to the personal statements for each of the candidates, which had been circulated to members with the agenda, for their consideration. The Clerk also advised that as members would need to vote for their preferred candidate, this could be done either through a show of hands or by secret ballot. It was therefore proposed and **APPROVED** that the vote be undertaken through a closed ballot. Following this being done and the votes being counted by the Clerk in the presence of the RFO and TSO, Mrs Lisa Mitchell was declared the successful candidate.

91. Update on proposed asset transfers, following a meeting with County Council Officers on 4th October 2016

The Clerk circulated to members detailed notes which she had prepared relating to the meeting which had taken place with County Council officers on 4th October 2016.

Cllr Michael Theodoulou advised that presently, there is an ongoing process of negotiation. He indicated that the smaller parks do not pose so much of a problem but there are three significant issues in relation to Burry Port Memorial Park, namely the drainage, trees and paths. Cllr Ken Edwards emphasised that the cost of repairing the drainage problems could possibly be hundreds of thousands of pounds. Cllr Michael Theodoulou referred to a report which had been provided earlier that day by the County Council, which dated back to July 2004. In this, the cost was estimated at in excess of £200,000.

92. To consider the Town Council's stance on the provision of press releases relating to Council decisions and on photographs published in the press (recommendation from Civic Governance and Personnel Committee meeting of 10th October 2016)

The Clerk outlined the background to this referral from the Civic Governance and Personnel Committee. Cllr David Owens also added that the Council should be more proactive in providing press releases, to ensure that accurate information is printed.

Cllr Michael Theodoulou indicated that he was not opposed to the principle that any official press releases should be through the Clerk but he felt that there should be greater detail, to ensure that there is clarity on the issue. He referred to the need for the Clerk to be requested to issue a press release, for example by a committee or by the Mayor, if the request comes from a Town Council meeting. Cllr Michael Theodoulou emphasised his opinion however that an individual Councillor should not be prevented from expressing a personal view though, as he or she has been elected to represent the views of the electors, not other councillors.

Cllr Ken Edwards made reference to the Town Council's current Standing Orders (clause 28), where it in fact states that press releases should be via the Clerk and his view was that this should be emphasised to the new Llanelli Star reporter.

Following the discussions, it was proposed and agreed that the matter should be referred back to the Civic Governance and Personnel Committee, for further consideration.

93. To consider/approve a protocol on Councillors' attendance at the Council office, other than for arranged Committee or Sub Committee meetings (recommendation from Civic Governance and Personnel Committee meeting of 10th October 2016)

The Clerk outlined to members that this issue had been discussed at a recent Civic Governance and Personnel Committee meeting held on 10th October 2016. At this meeting, committee members were conscious of interruptions caused to staff, on occasions when councillors unexpectedly attend at the office. In the circumstances, a recommendation was being made by the committee to the Council, as follows:

- a) If possible, Councillors should initially try to deal with a query via an email to the Clerk or other appropriate officer.
- b) If this is not practical, a telephone call should be made to the Council office to agree a convenient time to attend and meet with the Clerk or other officer.
- c) Any attendances at the office should preferably be after 12 noon.

Members were supportive of this approach, although some scepticism was expressed as to whether it would be effective in practice. Cllr Michael Theodoulou emphasised the fact that the Council is very different and so much busier to when he started four years ago and he urged that it was up to each Councillor to take a responsible approach. The Mayor, Cllr John James emphasised that if such a policy was adopted, then its effectiveness should be monitored by the Civic Governance and Personnel Committee. Also, the Clerk should be empowered to decline to meet with a Councillor who attends at the office without having followed this policy.

Following the discussion, it was proposed and **APPROVED** that this aforesaid policy on attendance at the Council office be adopted.

94. To consider communications received

1. Email from One Voice Wales on 4th October 2016, attaching information in relation to the publication of the Independent Remuneration Panel for Wales Draft Annual Report

which will take effect for 2017/18, in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011. The report will be published by the 28th February 2017 and representations can be in relation to it by no later than 28th November 2016. The report can be accessed through <http://gov.wales/irpwsb/home/?lang=en>.

Noted, save that a general query was raised by Cllr Stephen James as to whether One Voice Wales' records had been changed to reflect the Town Council's delegates, as he had still been receiving mail from the organisation. The Clerk confirmed that she would check this.

2. Email from One Voice Wales on 5th October 2016 attaching a statement from Mark Drakeford AM, Cabinet Secretary for Finance and Local Government, setting out an update on Local Government reform (**copy attached**).
Noted.
3. Email from SLCC on 7th October 2016 providing additional information in relation to Local Government reform. Reference is made to the proposals outlined by Mark Drakeford AM on 4th October, in that there would be no change to the existing number of local authorities, but the Welsh Government would support voluntary mergers. The focus for reforming local government at the principal level hinges around regional collaboration. It was also emphasised that in his statement, Mr Drakeford recognised the part played by town and community councils. However, following visits made by him to communities across Wales, it was evident to him that there is currently an enormous variability in scale, scope, capability and ambition within the sector.

Although Mr Drakeford did not specify in his statement what arrangements he had in mind to assist town and community councils to become more effective in the short term, he did set out eight key action points relating to this commitment whilst at the One Voice Wales Annual Conference held on 1st October 2016, as set out below.

- Welsh Government will produce a toolkit for town and community councils taking on devolved services drawing on existing good practise.
 - The General Power of Competence for local councils will be included in a Local Government Bill scheduled for next year.
 - The Bill will include an obligation for local councils to have and regularly review a training plan for councillors and staff.
 - The Bill will give the public rights to participate in local council meetings.
 - To improve the relationship between the local council sector and Principal Councils the Cabinet Secretary will host a conference after next May's elections to re-energise that relationship.
 - Modest funds will be made available for community council clustering pilots to build on existing limited examples.
 - New rules for the Democracy and Boundary Commission will ensure that future boundary reviews are undertaken consistently
 - A democratic challenge to all councillors that they must improve on how they better represent the demographics of their area including engagement with young people.
- Cllr Stephen James emphasised the importance of engagement with young people. It was confirmed that at the previous Town Council meeting, a task and finish group had been set up to specifically look at this, following receipt of a guidance document.*

4. Letter of thanks from the Treasurer of Burry Port Male Choir dated 10th October in relation to a recent community grant.

Noted.

5. Email from Planning Aid Wales on 11th October 2016, advising of a course being held on 8th November 2016 between 6.30pm and 9pm in Narbeth on planning issues. This course is designed to act either as an introductory or a refresher planning course for councillors and Clerks. The course covers:
 - o An overview of the planning system, including key players
 - o The role of Community and Town Council in planning
 - o How Local Development Plans are prepared and reviewed
 - o How planning applications are dealt with, including material considerations
 - o Overview of recent changes to the planning system, including the introduction of pre-application community consultation and Place Plans

The Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas is to revert to the Clerk, if she is available to attend this course.

95. Report of elected members

Cllr Ken Edwards referred to the summary which had been circulated with the agenda in relation to the attendance by himself and Cllr Michael Theodoulou at the One Voice Wales Annual Conference held on 1st October 2016. He indicated that he had been impressed with the presentation given by Mark Drakeford AM, Cabinet Secretary for Finance and Local Government. The main themes of this presentation were outlined in the summary which had been circulated.

Cllr Ken Edwards also referred to the presentation given by Stephen Mulholland and Julie May of the Independent Remuneration Panel for Wales. They had referred to there being a consultation regarding payments to Councillors. The aim is to encourage inclusiveness. Initially, the Town Council would have to agree to the principle of remuneration being paid and thereafter, it would be up to the individual Councillors if they wished to accept any payment. Cllr Ken Edwards urged that the Town Council should consider this issue carefully. Cllr Mrs Moira Thomas referred to the fact that when the issue had been considered by the Council previously, it had decided that no payments should be made.

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

1. One Voice Wales' Annual Report to Member Councils for April 2015 to March 2016 has been received. A copy of the report is **attached** for the information of members.

Noted.

2. Notification has been received that the Welsh Government is seeking a better informed, longer term strategy of investment in infrastructure, which enshrines the principles of the Well-Being of Future Generations Act. It is also looking to have more efficient development of specific projects and to enhance its ability to achieve value for money in the public sector investment. Accordingly, there is a commitment to establish a National Infrastructure Commission for Wales, to provide independent and expert advice on strategic infrastructure needs and priorities. A public consultation was launched on the 17th October 2016 by the Cabinet Secretary for Economy and Infrastructure, Ken Skates, AM, inviting stakeholder views on how the commission could be set up and run. The consultation closes on the 9th January 2017 and is available at

<https://consultations.gov.wales/consultations/national-infrastructure-commission-wales>

Noted.

3. Information has been forwarded to the Town Council by the Locality Manager at Llanelli Community Resource Team, details of which are set out below:

Dear members of the town and community council,

I am the Locality Manager for the Community Resource Team which is an integrated team of Health Professionals and Social Care Professionals that provides care and support to older adults, those with physical disabilities or sensory impairment.

I also lead on support for prevention and early intervention across the county which is often called 'Community Resilience' and believe it's important that we make you aware of this initiative. Where possible we are aiming to work together to ensure that people living in our community live in strong, connected communities that support health and wellbeing needs.

We want to make sure that the residents of Carmarthenshire:

- Look after themselves, stay healthy and retain their independence
- Participate fully as active members of their communities
- Choose and have easy access to the type of help they need, when they need it.
- Remain safe and secure and continue to enjoy a good quality of life.

Our aim is that we work with you, the communities that you represent and other groups to deliver:

- Services and support that sustain wellbeing, which delay or prevent the need for more complex health and social care
- Systems and services that inform and 'pull' people to support available in their community.
- Targeted services that support people to live in their community for as long as possible and maintain independence
- Promote and support user led community provision that maintains independence, practically and emotionally
- Develop and encourage approaches that reduce social isolation and loneliness which build strong resilient communities

We have Community Resilience Coordinators in post within each locality (Llanelli, Amman Gwendraeth and 3T's) and would like to take this opportunity to meet with you to discuss how we may be able to work together or support each other to meet the needs of our communities. We look forward to hearing from you and working together in the future.

Members were in agreement with arrangements being made for a meeting to take place with representatives from the Community Resource Team, as requested.

4. An invitation has been received from Wales Air Ambulance for members and officers of the Town Council to visit the new airbase at Dafen, Llanelli. It is indicated that visitors are normally received on weekdays between the hours of 10.30am and 3.30pm, although other times are available on special request.
Members interested in attending at the new Wales Air Ambulance base are to notify the Clerk, so that in turn suitable arrangements can be made.
5. Members are advised that the annual Remembrance Day Service will be held on Sunday 13th November. The service in the Memorial Gardens will commence at 10.30am, followed by a procession to St Mary's Church for a service commencing at 11am, conducted by Father Dewi Davies.
Cllr Ken Edwards advised that he intended circulating the Order of Service leaflets in the Memorial Gardens and requested that any members able to assist be in attendance by 10am.
6. 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 21st September 2016.

Minutes of the Civic Governance and Personnel Committee meeting of 12th September 2016.