

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 16<sup>th</sup> March 2016**

**Councillor Mrs Jean Hire (Mayor)**

**Councillors Geraint Davies, Malcolm Davies, Ken Edwards, John James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Hefin Williams**

**In attendance: Melanie Carroll-Cliffe (Town Clerk) and Alan Howells (RFO)**

**(Former OAP Hall 7.00pm – 9.00pm)**

**178. Opening Prayer**

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

**179. Personal Matters**

Apologies were received from Cllrs Mrs Shirley Matthews, Mrs Mary Wenman and Stephen James, together with County Councillor Hugh Shepardson.

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

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**181. Police Business**

PCSO Trudi Scandone was in attendance and presented the police report, as follows:

**Council Monthly Report March 2016**

During the month of March 21 Crimes have been reported in the Burry Port Section down from last year. All the crimes have been recorded.

Within the month of March officers have attended 85 calls, 14 of which were an immediate response, 46 had to be answered within the hour, 33 were scheduled simply needing attendance and 14 did not need a response.

Crimes of note are:

**Criminal Damage**

There have been 5 case of criminal damage – one being damage to a car.

**Burglary**

There have been 2 burglaries recorded in the area of Burry Port-one being theft of horse rugs.

## **Anti-Social Behaviour**

There were 5 anti-social behaviour calls one being Glan Y Mor school alarm going off.

## **Road Traffic Accidents**

There have been 3 recorded accidents in Burry Port area, none fatal.

Cllr David Owens referred to a road traffic issue, which he has encountered on a continuing basis. He referred to a particular car being parked and causing an obstruction near to the bridge by the Co-op, which results in vehicles approaching being forced into the middle of the road. This has been experienced on many occasions around 8.15/8.30am on weekdays. PCSO Trudi Scandone advised that she does not commence work until 9am. She therefore suggested that the registration of the vehicle be taken and passed to the police, to enable the owner to be spoken to. She also suggested that the County Council be made aware of the problem, so that traffic wardens could be involved.

### **182. To confirm the minutes of the meeting held on 17<sup>th</sup> February 2016**

The minutes of the Town Council meeting held on the 17<sup>th</sup> February 2016 were accepted as a true record.

### **183. Information from the aforesaid minutes**

#### **P113 (163) Information from the minutes – Friends of Burry Port Harbour Group**

Cllr Michael Theodoulou advised that on Monday 21<sup>st</sup> March at 6.30pm a joint meeting of the Harbour Group and the Council's Bacce Sub Group will be taking place, with officers from the Regeneration Department and Grants Department of the County Council being in attendance.

#### **P117 (167) Report of the RFO**

Cllr Ken Edwards queried if the travelling expenses paid to Cllr Stephen James in relation to attendance at One Voice Wales meetings was an annual cost. The RFO advised that to his recollection, this related to attendance at four meetings. Cllr David Owens suggested that in light of Cllr Stephen James regularly attending One Voice Wales meetings, there should be more formal feedback to the Council following such meetings.

#### **P119 (168) Report of the Finance Committee meeting held on 12<sup>th</sup> January 2016**

Following a query in relation to the position relating to Burry Port Parks Committee, the Clerk advised that an email had been sent to Debbie Edwards, requesting a meeting. She had responded, indicating that due to work commitments, she had some difficulties in meeting but she had provided some further information. Also, a cheque for £600 had been received from the Parks Committee, which had been indicated related to the cost of insurance cover on the park. The Clerk further advised that at the recent Finance Committee meeting, it had been decided that attempts should still be made to arrange a meeting with Ms Edwards and other committee members.

P122 (173) Update and further consideration of the potential for transfer of parks and play areas

Cllr Michael Theodoulou referred to the two public meetings having taken place and at both of these, it was unanimously voted for the Council to submit expressions of interest in relation to the various parks and play areas.

P122 (174) Request from Burry Port Youth Club to fund a summer residential trip

Following a query, the Clerk advised that as a result of the Youth Club being notified of the Council's decision at the previous Council meeting, the relevant grant forms had been sent to them, at their request.

**184. Technical Services Report**

In the absence of the Technical Services Officer, Cllr John Hedley Jones outlined the report to members, which he had prepared, as set out below:

1. **Emergency procedures** Draft proposals were outlined to the Civic Governance Personnel committee on Monday 7<sup>th</sup> March 2016.

In line with the decision at the last full Town Council Meeting, an interim measure was put in place the following day. All staff were given both the mobile and land-line number of the TSO (Acting), so that in the event of an emergency, the staff would have a contact to call. The full procedure will be prepared for the next meeting of Civic Governance.

2. **Burry Port Cemetery.** There was one new grave burial and 5 internments in existing graves during February 2016. There were also 4 permits for the construction of headstones for the same period.
3. **Footpaths.** Staff have undertaken over-growth clearance and grass cutting on footpaths:- 71/13 The Lookout; 57/53 Carmel; 57/74 Carmel Chapel; 71/12 Isgraig site; 71/09 Isgraig Path; 57/51 and 57/50 Court Farm; 71/17 Hubert Williams; 57/62A Hubert Williams.
4. **Footway Lighting.** The report on the footway lighting has been placed in front of the Finance Committee on Tue 8<sup>th</sup> March 2016. All 162 lights were looked at. The list had been divided into:-
  - a. Lights that this Council is deemed responsible for;
  - b. Lights that whilst not being on Public Rights of Way, but nonetheless were desirable as amenity light for residents and users of the path/roadways for which the Town Council would continue paying for;
  - c. Lights that it was felt the Council should retain for safety reasons;
  - d. Lights that were felt NOT to be the responsibility of the Town Council and that these lights should be the responsibility of the County Council.The committee felt that a high percentage of lights could be switched off between the hours of 1-00am and 5-00am in order that we could save on energy costs.  
As a next stage, the report is to be discussed with the street lighting officer for the County Council so that the matter can be progressed.

5. **Fire extinguisher Testing.** All fire extinguishers at Council buildings have been tested and certified. The certificates are held at the Council Offices.
6. **Plumbers and Electricians.** With Council approval, it is proposed to contact local plumbing contractors and electrical contractors to enquire if they wish to be placed on the Council's approved list of plumbers and electrical contractors. They will need to quote their hourly charges for normal work, daytime call out and also their rates for out of hour and week-end call outs.

An approved list would greatly assist our staff both at the cemetery and Memorial Halls in the event of an emergency and the need to call out a plumber or electricians.

At the meeting, Cllr John Hedley Jones also referred to occasional requests received for benches to be installed at the cemetery. Previously, this has been allowed and although the cost of a concrete plinth is approximately £60, the Council has not been charging for allowing this facility. It was therefore APPROVED that this issue be referred to the Fees and Charges Sub Group, for consideration.

Following a query in relation to the work undertaken regarding footway lighting, Cllr John Hedley Jones advised that negotiations will have to take place with the County Council, following which the matter will be further considered by the Town Council prior to firm decisions being taken.

In relation to the intention to acquire an approved list of local plumbers and electricians, Cllr Michael Theodoulou suggested that references should also be obtained. Cllr John Hedley Jones advised that once obtained, the various quotations for charges would be reported to the Finance Committee in order to approve a list.

**185. To consider the report of the Facilities Management Committee meeting held on Thursday 21<sup>st</sup> January 2016**

The minutes of the meeting held on the 21<sup>st</sup> January 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

At the meeting, the Clerk also circulated for information purposes, the draft minutes of the Facilities Management Committee meeting held on 23<sup>rd</sup> February 2016.

There were no matters arising in relation to the minutes of either of the meetings.

**186. To consider the report of the Regeneration and Community Services Committee meeting held on Thursday 4<sup>th</sup> February 2016**

It was **RESOLVED** that the minutes of the Regeneration and Community Services Committee meeting held on the 4<sup>th</sup> February 2016 be signed and accepted as a true record.

There were no matters arising in relation to these minutes.

**187. 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

The following cash balances are held with Lloyds at 31st January 2016 :-

	Balance at bank £	Unpresented cheques £	Council cash book balance £
Business Instant Access account	286,965.79		286,965.79
Community Account	39,638.76	30,519.27	9,119.49
Imprest account	18,292.10	15,675.99	2,616.11
	<b>£344,896.65</b>	<b>£46,195.26</b>	<b>£298,701.39</b>

## 2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st January 2016

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Plusnet	Admin	3	17.00	3.40	20.40
Plusnet	Admin	3	15.00	3.00	18.00
Toppers	Cemetery - Equipment	4	40.45	2.69	43.14
Toppers	Cemetery - Equipment	1	49.08	9.82	58.90
Toppers	Memorial Hall - Cleaning materials	1	55.76	11.15	66.91
Toppers	Memorial Hall - Cleaning materials	1	-117.56	-23.51	-141.07
Parker Plant Hire	Hall - storage	1	60.23	12.05	72.28
Parker Plant Hire	Hall - storage	1	60.23	12.05	72.28
PC World	Admin - ink cartridges	3	40.00	7.99	47.99
Joanne Chilvers	Admin - website	3	49.50		49.50
British Gas	Burry Port Memorial Hall - Gas	1	1150.81	230.16	1380.97
Biffa	Hall - Refuse	1	85.47	17.09	102.56
Biffa	Cemetery - Refuse	4	97.52	19.50	117.02
BT	Admin - telephone	3	20.00	4.00	24.00
RACS Limited	Burry Port Memorial Hall - maintenance	1	157.50	31.50	189.00
Consortium	Memorial Hall - Cleaning materials	1	176.52	35.33	211.85
Consortium	Memorial Hall - Cleaning materials	1	75.79	15.17	90.96
Darkins Architects	Copperworks Development	1	588.64		588.64
Travis Perkins	Cemetery - maintenance	4	82.40	16.48	98.88
British Gas	Pembrey Memorial Hall - Electricity	1	196.82	9.83	206.65
Smiths of Derby	Special - Clock maintenance	9	216.00	43.20	259.20
SLCC	Admin - Publications	3	22.50		22.50
Dyfed Alarms Ltd	Cemetery - Maintenance	4	190.00	38.00	228.00
BT	Admin - telephone	3	10.58	2.12	12.70
SA1 Laundry Services	Hall	1	8.68	1.74	10.42
Greenwell Power Tools	Cemetery - Equipment	4	17.67	3.53	21.20
Philip Mann Property Maintenance Development	Special - Xmas lighting	9	820.00	164.00	984.00
Fire + Security Alarms	Pembrey Memorial Hall -	1	65.00	13.00	78.00



Council. The RFO confirmed that room rentals will be within budget once some outstanding payments have been received.

In relation to expenditure, due to an additional member of staff, expenditure on employees is over budget.

Expenditure on administration is well within budget, which is mainly attributable to savings made on insurance this financial year.

The RFO advised that in relation to expenditure upon marketing and promotion, there has only been one item of expenditure for lamp post banners.

Civic expenditure is within budget.

Overall, expenditure on the cemetery/footpaths is within budget. However, there are individual headings which are over budget. The RFO advised that expenditure on maintenance and repairs, which is over budget, had been discussed at the recent Finance Committee meeting. There has been additional expenditure on the maintenance of the ageing equipment. There has also been expenditure related to the digging of graves. Finally, additional work has been undertaken on the drainage at the cemetery. The RFO advised that to date, no virements have been carried out. Cllr David Owens added that when discussions took place at the Finance Committee meeting regarding the overspend, there had been the suggestion of looking into maintenance contracts on the equipment.

Expenditure on the Hall and Institute is within budget overall, as is expenditure on the Copperworks.

Expenditure on the former Pembrey School is well below budget and this has now been transferred back to the County Council.

Expenditure on Pembrey Memorial Hall is within budget.

Expenditure on Special Projects is within budget. The RFO advised that there is still some expenditure in relation to the Christmas lights and this should be reported in next month's budget monitoring. Also, some donations and community grants have been approved and are in the process of being paid.

Net expenditure is 83.29% and therefore, is very slightly over budget.

The RFO referred to proposed virements having been considered and approved at the recent Finance Committee meeting. He confirmed that no funds will be taken from the general fund in relation to these.

The RFO also referred members to a second budget monitoring report which had been circulated with the agenda, and which he had prepared in a new format, as discussed at the previous Town Council meeting. In accordance with the new committee structure, this set out budgets under each main committee, and the RFO required confirmation that the relevant budgets came within the remit of the correct committee. It was therefore **APPROVED** that each committee should consider the new format.

**188. To consider the report of the Finance Committee meeting held on Tuesday 9<sup>th</sup> February 2016**

It was **RESOLVED** that the minutes of the Finance Committee held on the 9<sup>th</sup> February be signed and accepted as a true record.

There were no matters arising.

**189. To consider any planning applications**

Cllr John Hedley Jones referred to the two planning applications. Application number S/33435 is just a reserved matters application and there was no issue in relation to this. Also, he saw no issue with application number S/33388 and he therefore recommended approval of both applications, which was **APPROVED** by members.

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/33435	Mr Paul Jones Cedar Cottage The Links, Pembrey	Reserved matters to outline consent S/29951 (access, appearance, landscaping, layout and scale)
S/33388	Mrs L Rotondo Land adjacent to Clos Farm Newydd, Pembrey	Two timber frame stable blocks

**190. To consider any County Councillors' reports**

County Cllr John James advised that the County Council's budget for the 2016/17 financial year had now been passed and he referred to the significant cuts to school budgets, amounting to £3.4 million. He advised that the Opposition had expressed concern and had requested that these cuts be deferred for one year, to enable consultation with Head teachers upon the impact. However, this had been rejected.

County Cllr John James also referred to a problem at Glanmor Terrance, where the caravans had been moved. He advised that pegs which had been placed were too close together, thus preventing cars from parking. He has looked at this, together with Mr John McEvoy of Carmarthenshire County Council. Following funds being made available, work will therefore be undertaken during the first week of April to move the pegs, to enable cars to park, but not caravans.

Following the report given by County Cllr John James, considerable concern was raised by members in relation to the cuts to the education budget. It was generally felt that the County Council should find other ways of making these savings. Following the discussions, it was **APPROVED** that the Town Council's concerns and strong objection to the reduction of the education budget be communicated to the County Council.

**191. To consider the Mayor's report**

The Mayor informed members that it had been a relatively quiet month. However, she had attended four Cawl Cennin events, as well as a number of meetings. The Mayor also referred

to her forthcoming charity fundraising event, which is a fashion show to be held at Burry Port Memorial Hall on 18<sup>th</sup> April, for which she urged support.

## **192. To consider Communications received**

1. Email on 18<sup>th</sup> February 2016 from One Voice Wales, forwarding details from the Welsh Government regarding the Independent Remuneration Panel for Wales' Annual Report and a covering letter, also dated 18<sup>th</sup> February 2016 from the Chair of the Independent Remuneration Panel for Wales (**copy letter attached**). The Report is available at <http://gov.wales/irpwsb/home/publication/2016-17/irp-annual-report-2016-17/?skip=1&lang=en>.

*Noted*

2. Email on 18<sup>th</sup> February 2016 from One Voice Wales, forwarding a letter from Carmarthenshire Citizens Advice, seeking financial support (**copy letter attached**).

*It was APPROVED that the Clerk advise the organisation of the Town Council's policy on financial donations.*

3. Letter dated 19<sup>th</sup> February 2016 from the Head of Planning at Carmarthenshire County Council. This advises that further to a decision made at a full Council meeting on 11<sup>th</sup> November 2015, the County Council has produced Draft Supplementary Planning (SPG) Guidance documents for public consultation. These draft SPGs aim to support and elaborate on the policies and provisions of the adopted Carmarthenshire Local Development Plan (December 2014). When approved, they will represent a material consideration in the determination of any planning applications. The draft SPGs relate to the following:

Archaeology and Development;

Leisure and Open Space Requirements for New Developments;

Nature Conservation and Biodiversity;

Placemaking and Design;

Rural Development.

The Draft SPGs are available on the Council's website. The consultation period will end on 8<sup>th</sup> April 2016.

*Noted*

4. Email from the Welsh Government on 2<sup>nd</sup> March 2016, attaching a letter from the Minister for Public Services dated 1<sup>st</sup> March in relation to the recently published statutory guidance for the Well-being of Future Generations (Wales) Act 2015. The final guidance was issued on 26<sup>th</sup> February 2016 and includes guidance specifically aimed at Community and Town Councils that will be subject to the duty to take all reasonable steps to meet the local objectives set out in the local well-being plan that has effect in their areas (**copy letter attached**).

*It was APPROVED that consideration of the Statutory Guidance be referred to the Well-being of Future Generations Sub Committee.*

5. Email from the Ethics and Mergers Bills Team of the Welsh Government on 2<sup>nd</sup> March 2016, attaching a letter regarding two statutory instruments which come into force on 1<sup>st</sup> April 2016, namely The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016 and The Local

Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016. All relevant authorities must adopt a revised Code of Conduct by 26<sup>th</sup> July 2016, although it is suggested that it would be sensible for this to be done no later than at the annual meeting (**copy letter attached**).

*It was APPROVED that consideration of the adoption of a revised Code of Conduct be referred to the Civic Governance and Personnel Committee.*

6. Notice dated 2<sup>nd</sup> March 2016 from the Director of Environment of Carmarthenshire County Council regarding an application being made to the Magistrates' Court in Carmarthen on 2<sup>9th</sup> April for a proposed diversion around Bryndias Farm, Pinged, Pembrey (**copy notice and plan attached**).

*Noted*

Cllr Mrs Pat Jones left the meeting at 7.55pm.

### **193. Report of elected members**

There were no reports by elected members.

### **194. Report of the Clerk on matters of administration**

1. A letter of response has been received from Mr Christopher Salmon, Dyfed-Powys Police Crime Commissioner dated 9<sup>th</sup> March 2016, following a letter sent by the Clerk after the February Town Council meeting. In this, he seeks written confirmation of the Town Council's willingness to contribute £4,000 per annum to the maintenance of the existing police station in Burry Port, to enable legal contracts to be prepared. The letter also indicates that the option of some joint arrangement in the Town Council's premises remains open until the position with the existing site is finalised. Mr Salmon also requests an explanation of the Town Council's decision.

*The Clerk read out the letter dated 9<sup>th</sup> March 2016 from Mr Christopher Salmon, which was discussed by members. It was expressed that the option of potentially sharing premises with the police had been given serious consideration. Members discussed that there were a number of reasons for this possibility being rejected. It had been felt that it was not in the public interest to share the premises, as this would take away facilities for the community. It was also expressed that there could be potential confusion of identity. In relation to the Town Council's future contributions to the maintenance of the Police Station in Burry Port, it was emphasised that there would need to be conditions in the contract, to include that the Police presence remains in its current building and that it is used for operational "front line" officers, not administrative staff. There was some discussion in relation to a potential review clause after five years but it was agreed that this should not be requested. Following the discussions, it was RESOLVED that the Clerk prepare a draft letter of response to Mr Salmon, and that this be approved by Cllrs John James and Ken Edwards prior to being sent.*

2. Following approval at the last Town Council meeting to once again support the Walk for Life in aid of Kidney Wales Foundation, the necessary arrangements have been made to register with Kidney Wales Foundation. The walk will commence

from Burry Port Yacht Club at 11am on Sunday 24<sup>th</sup> April and as in previous years, will finish at Pembrey Country Park. Promotional material has been received from Kidney Wales Foundation, which is being circulated. Members are also requested to seek support for the event.

*The Clerk confirmed that sponsorship forms had been received and she requested members who were interested in the event to obtain these at the conclusion of the meeting, together with posters and flyers in order to promote the event.*

*Cllr Ken Edwards raised a query in relation to the updating of the Town Council's website, in the absence of the TSO. The Clerk advised that the web designer of the Council's current website has been updating the website. He had suggested that he could provide training to other staff members regarding the updating of the website. It was therefore APPROVED that the web designer be requested to provide training for the Administrative Assistant, the Clerk and Cllr John Hedley Jones.*

3. It was **RESOLVED** 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:

Staffing issue

Property issue

Fees and charges

Minutes of Civic Governance and Personnel Committee meeting