

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 20<sup>th</sup> January 2016**

**Councillor Mrs Jean Hire (Mayor)**

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

**County Councillor Hugh Shepardson**

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

**(Former OAP Hall 7.00pm – 8.20pm)**

**142. Opening Prayer**

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

**143. Personal Matters**

Apologies were received from Cllrs Stephen James and Mrs Pat Jones.

**144. 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.

**145. Police Business**

Sergeant Ian Francis and PCSO Trudi Scandone were in attendance. PCSO Scandone presented a brief police report.

Cllr John James welcomed Sergeant Francis back to Burry Port Police Station and enquired if he would remain being based here. Sergeant Francis advised that he has 15 months left to serve, which he hopes to do in Burry Port, although he is unable to confirm this. Following a query raised, Sergeant Francis indicated that there was no link between the five incidents of criminal damage referred to in the report.

**146. To confirm the minutes of the meeting held on 16<sup>th</sup> December 2015**

Cllr Ken Edwards requested that in relation to item number 129 on page 91 (to further consider issues relating to Burry Port Police Station), it be added to the minutes that it was agreed that the Commissioner again be urged to provide a response to the Town Council's proposal, in addition to the request to attend a special meeting. This amendment was approved.

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

##### P90 (129) Information from the aforesaid minutes – Copperworks Group Social Enterprise Project

Cllr Michael Theodoulou referred to an article printed that day in the Llanelli Star, setting out that the Copperworks Group Social Enterprise Project intended approaching the Leader of the County Council to seek support. He indicated that he did not think it would be appropriate for the Town Council to respond to this via the newspaper.

##### P91 (129) Information from the aforesaid minutes – Friends of Burry Port Harbour Group

Cllr Michael Theodoulou advised that an important meeting had been arranged for 1<sup>st</sup> February, with senior officers from the County Council attending. The intention is to work on a joint plan for the harbour.

##### P91 (129) Information from the aforesaid minutes – to further consider issues relating to Burry Port Police Station

The Clerk referred to the fact that a meeting had now been arranged with the Police and Crime Commissioner for Tuesday 2<sup>nd</sup> February 2016 at 9.30am. In relation to this matter, it was also proposed and **APPROVED** that the Clerk should again write to the Police and Crime Commissioner's office to insist on a response to the Town Council's proposal prior to the meeting taking place.

##### P92 (131) Report of the Regeneration and Leisure Committee – matters arising – consideration of the Committee structure

Cllr David Owens commented on how the various committees had acted in a cooperative manner in considering the 2016/17 budget and that the process had worked well.

##### P98 (138) Potential for transfer of parks and plays areas in Pembrey and Burry Port

Cllr Michael Theodoulou referred to a meeting which had taken place with three officers from Carmarthenshire County Council the previous day. He reported that it was evident from this meeting that there was a degree of flexibility with the County Council which placed the Town Council in a better position to consider potential transfers. Cllr Ken Edwards thanked Cllr John Hedley Jones for the detailed work undertaken by him in advance of this meeting. Members were advised that the Facilities Management Committee would shortly be organising a group visit to the sites of the various parks and play areas and all members of the Council were welcome to attend. Members were also advised that it was intended that a meeting be arranged with the various local sporting organisations.

#### **148. Technical Services Report**

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

1. Central Heating Boiler at Pembrey Memorial Hall. Two weeks before Christmas there was a problem with the flue to the boiler. The contractor whom the Council use was contacted and gave an estimate for the repair work. In the absence of the TSO, Cllr

Theodoulou as chair of Facilities asked for further quotations to be obtained. Following receipt of two further estimates, the work was allocated to Lorne Stewart, a company who undertake works for the County Council. All the parts required are available, and all that is required is for the scaffolding company engaged by Lorne Stewart to erect the scaffolding, and the works can proceed. It is hoped at this stage the works will be complete by the time of this meeting.

2. Christmas Lights. There have been several problems with the lights this year. This was due, in part, to the heavy winds and rain over the period that the lights were up. This caused a section of lights from Stepney road along Station road to the junction with Elkington road to be extinguished for much of the period. There were some other issues which are being dealt with at present.
3. The weather over the last month has also caused problems with water ingress to several areas of our buildings. Buckets were used to collect water dripping from the ceiling to the Cylch at the Institute and also into the main hall at Pembrey. In Pembrey, a roofing contractor has examined the problem and has quoted for the required roof repair. We are presently in the process of obtaining further quotations. The problem at the institute was caused by an exceptional amount of standing water on the flat roof. The level has now fallen to below the point where it had overcome the lead flashing to the Cylch roof.
4. Asset Transfer. The Town Council received a list from Carmarthenshire County Council of assets which they wish to transfer ownership from the County Council to other Town or Community Councils; or indeed any other interested groups. The areas included parks, playgrounds, and areas of open grassland. This item was delegated to the Facilities Management Committee. A full report is being prepared for that committee and it should be available for them prior to a meeting which has been arranged with Jonathan Fearn of Carmarthenshire County Council for 19<sup>th</sup> January, the day before full Council Meeting. A verbal update may be given at Full Council.
5. Copperworks School – Planning Application. The Clerk together with Cllr John Jones (covering for the TSO) and our agent Mr. David Darkin met with the Planning officer Mr. Robert Davies on Wednesday 13<sup>th</sup> January to discuss issues with the application.
6. Burry Port Cemetery. There were three Burials at the cemetery in the month of December, and two headstones were erected. The Council staff, last month, have continued to construct a new surface water drain through the lower area of the burial ground, north of the workshop. There is now a considerable flow of water from this drain, which is evidence of its effectiveness. The water has been piped to the existing surface run-off concrete gutter which flows down the side of the road on the eastern side of the cemetery. This drain is some 10 to 12 inches (300mm) below the road level. In order to prevent any damage to any vehicle which may inadvertently wander too close to the drain and the wheels fall into the void, the drain has been covered using scaffolding planks cut to size and wedged in firmly. At some time, the Council will need to consider replacing the wood cover with a purpose made steel meshing bolted onto the concrete gutter.

In relation to number 5, Cllr Michael Theodoulou referred to the discussion with Mr Jonathan Fearn of Carmarthenshire County Council at the meeting the previous day, which may be of benefit in relation to the planning application.

Cllr David Owens referred to the fact that the Christmas lights were still switched on outside the Cornish Public House (item number 2). Also, the lighting is still in position on Station Road outside the Co-op. Lastly, the Christmas tree had not been removed in Pembrey.

These issues will be looked into and attended to.

Cllr John Hedley Jones was thanked for the comprehensive report.

#### 149. 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 30th November 2015 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	£	£	£
Business Instant Access account	211,395.28		211,395.28
Community Account	44,174.75	28,877.29	15,297.46
Imprest account	15,901.53	15,217.33	684.20
	<b>£271,471.56</b>	<b>£44,094.62</b>	<b>£227,376.94</b>

#### 2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th November 2015:

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
CCC	Waste Bags	3	157.30	31.46	188.76
British Gas - Electricity	Pembrey Memorial Hall - Electricity	1	4.82	0.24	5.06
British Gas	Burry Port Memorial Hall - Gas	1	276.93	55.38	332.31
British Gas - Electricity	Copperworks - electricity	1	19.31	0.96	20.27
British Gas - Electricity	Institute - Electricity	1	268.86	53.77	322.63
British Gas - Electricity	Pembrey School - Electricity	1	86.49	4.32	90.81
British Gas - Electricity	BP Memorial Hall - Electricity	1	318.64	63.72	382.36
British Gas - Electricity	Cemetery - Electricity	4	68.39	3.41	71.80
British Gas - Electricity	OAP building - Electricity	1	43.67	2.18	45.85
Xerox	Admin -photocopier costs	3	143.09	28.62	171.71
SLCC	Training - CilCA Course	3	250.00	50.00	300.00
BT	Admin - telephone	3	300.19	60.04	360.23
Dyfed Alarms	Institute maintenance - Additional fire alarms	1	240.00	48.00	288.00
Dyfed Alarms	Institute Intruder alarm maintenance	1	245.00	49.00	294.00
Consortium	Hall - Cleaning materials	1	23.28	4.66	27.94
Darkin Architects	Copperworks - development	1	533.50		533.50

DD Plumbers Ltd	BP Memorial Hall - Maintenance	1	130.00	26.00	156.00
Tradepoint	OAP building - Maintenance	1	24.94	4.99	29.93
Tradepoint	OAP building - Maintenance	1	47.41	9.48	56.89
Mike Clarke Printing	Admin - stationery	1	38.00	7.60	45.60
Action Surveillance	BP Memorial Hall - CCTV				
	Maintenance	1	335.00	67.00	402.00
Action Surveillance	BP Memorial Hall - CCTV				
	Maintenance	1	209.50	41.90	251.40
Greenwell Power Tools	Cemetery - repairs	4	15.64	3.12	18.76
Magnum Sound	BP Memorial Hall - Maintenance	1	175.00	35.00	210.00
KSC Carpets	Special projects - OAP Hall flooring	1	3833.33	766.67	4600.00
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Biffa	Hall - Refuse	1	119.00	23.80	142.80
Biffa	Cemetery - Refuse	4	142.45	28.49	170.94
Plusnet	Admin	3	15.00	3.00	18.00
BT	Admin - telephone	3	153.93	30.79	184.72
Darkins Architects	Copperworks - development	1	1488.00		1488.00
IWEC	Pembrey Memorial Hall -				
	Maintenance	1	104.50	20.90	125.40
DD Plumbing	BP Memorial Hall - Maintenance	1	50.00	10.00	60.00
DD Plumbing	Pembrey Memorial Hall -				
	Maintenance	1	50.00	10.00	60.00
Travis Perkins	Xmas Lights	9	15.04	3.01	18.05
PRS Limited	Admin - PRS Licence	3	149.60	29.92	179.52
Chivers Corner Garage	Cemetery - vehicle costs	4	216.56	43.30	259.86
BT	Admin - telephone	3	20.00	4.00	24.00
G. Hopkins	BP Memorial Hall - Maintenance	1	118.00		118.00
Powercut	Cemetery - Equipment maintenance	4	656.76	131.35	788.11
Powercut	Cemetery - Equipment	4	20.00	4.00	24.00
Powercut	Cemetery - Equipment	4	152.67	30.54	183.21
Toppers	BP Memorial Hall - Cleaning				
	materials	1	72.84	14.57	87.41
Tradepoint	Cemetery - Equipment	4	60.23	4.00	64.23
Tradepoint	OAP Hall - Maintenance	1	32.00	6.40	38.40
Tradepoint	OAP Hall - Maintenance	1	13.67	2.73	16.40
Mike Clarke Printing	Admin - compliment slips	3	45.60		45.60
CCC Pension Deficit (Oct + Nov)	Pension Deficit (October & November)	3	416.00		416.00
Plusnet	Admin	3	17.00	3.40	20.40
			<u>12040.34</u>	<u>1846.36</u>	<u>13886.70</u>

### 3. Petty Cash

Payments made from 1st to 30th November 2015

Currys - printer cartridges	3	47.98	47.98
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Postage	3	1.19	1.19
Burry Store - cleaning materials	1	6.18	6.18
Llanelli Star	3	0.75	0.75
Hospitality - Wales in Bloom event	9	24.50	24.50
Car Parking - Well-being event	3	3.00	3.00
Post Office 1st + 2nd Class Stamps	3	124.60	124.60
Chris Murray Phone	3	10.00	10.00
Morrisons	3	13.00	13.00
<b>Total payments made from petty cash</b>		<b>£231.20</b>	<b>£0.00</b>
		<b>£231.20</b>	

The RFO highlighted that the total for the bank balances presently includes a sum of just over £27,000, being part of the Heritage Lottery Grant which the Town Council is administering on behalf of the Heritage Group.

In relation to items of expenditure, the RFO highlighted one item of expenditure, namely a payment to KSC Carpets for new flooring in the former OAP Hall.

#### **4. Budget Monitoring Report**

The Budget monitoring report for the period 1st April to 30th November 2015 has been circulated to Members.

The RFO advised that income and expenditure should be around 67% at this point in the financial year. He confirmed that there had been little change from the previous month. In light of this, members did not require the RFO to go through the budget monitoring report in detail. The RFO highlighted that net expenditure is 62% and therefore within budget for year to date. The RFO also confirmed that the SLA in relation to Pembrey Memorial Hall had been received earlier in the week.

#### **150. Consideration/approval of the 2016/17 budget**

The RFO outlined the work undertaken in relation to the budget setting process, with there being consultation with the various committees, with subsequent feedback to the Finance Committee.

The RFO referred members to the draft budget summary which had been circulated. This sets out a proposed operational budget for 2016/17 of £315,834, whereas the current budget is £308,530. In order to accommodate the increased budget, the Finance Committee was recommending an increase in the precept but also that a sum of £4,000 be taken out of reserves. The RFO advised that as it appears that there will be an underspend this year, there will be money available to transfer into reserves at the end of this financial year. Members were advised that the recommendation from the Finance Committee was for an increase in the precept of £4.70 for a Band D property, thus increasing it from £94 to £98.70, which equates to an increase of 9 pence per week.

There was some discussion in relation to the potential for the Town Council to take on assets from Carmarthenshire County Council in the coming months, to safeguard them for the community. If such assets are acquired, then there would be a financial package from the

County Council to cover expenditure for a two year period. It was therefore suggested that it may be worthwhile considering more of an increase in the precept this year, so as to prepare for the future, as opposed to a possible significant increase after a two year period. There was particular discussion in relation to the potential for taking over Burry Port Memorial Park and the level of cost in doing so, based upon the County Council’s figures.

It was discussed that there are a number of uncertainties at present. It is not known how many, if any, of the parks and play areas that the Town Council will take on, especially as there are other organisations involved, such as the Bowls Club and Rugby Club with the Memorial Park. Also, it may be possible to utilise our staff differently and thus reduce the costs from those provided by the County Council. Additionally, the Town Council is presently in discussion with other local Councils and therefore, this could result in economies of scale.

A suggestion was made that the Facilities Management Committee could consider the information from the County Council at its meeting the following day. It could then make a recommendation to the next Town Council meeting for the level of increase required to build up a necessary fund, in light of the potential asset transfers.

However, at the conclusion of the discussions, it was proposed and **RESOLVED** that the Town Council accepts the draft budget, as prepared, for the 2016/17 financial year and that the Facilities Management Committee considers the situation in order to make a recommendation for the following year’s budget.

**151. To consider the report of the Finance Committee meeting held on Monday 14<sup>th</sup> December 2015**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 14<sup>th</sup> December be signed and accepted as a true record.

Matters arising from the minutes

P1 (5) Outstanding invoices

Cllr David Owens referred to the fact that the Cylch Meithrin in Pembrey would be finishing the following week. As a result, the children attending under the Flying Start initiative will be accommodated at Serendipity Nursery until the provision goes out to tender again in September. Cllr David Owens indicated that in light of this situation, it seemed unlikely that the Town Council would recover outstanding rental payments. This issue will be considered once more by the Finance Committee.

Cllr Michael Theodoulou referred to it having come to his attention that organisations are being sent more than one quarter’s invoice at a time, which can then result in them being chased for two or three quarters’ rent. He therefore requested that the Finance Committee looks into this issue, to include the system of credit control.

**152. To consider any planning applications**

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
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S/33122	Anthony Williams Glan yr Afon Dandorlan, Burry Port	Rear double storey extension and a detached timber garage
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Cllr John Hedley Jones advised members that there appeared to be no issue in relation to the above application and therefore members were happy to recommend approval.

However, Cllr John Hedley Jones also referred to notification of an additional planning application having been received earlier that day. This relates to a property at Parc y Minos Street and seeks consent to build another dwelling in the garden. Due to the lack of information and lack of time, Cllr John James indicated that he could speak on behalf of the Council to the County Council's Planning Committee to request a deferral.

### **153. To consider any County Councillors' reports**

County Councillor Hugh Shepardson advised that £250,000 has been included in the County Council's budget for the Country Park. This is to fund improvements to the caravan and camping site, to include additional electric hook ups, together with the upgrading of woodland walks, new activities such as volleyball, ride on tractors and a nine hole crazy golf course, as well as improvements to the entrance.

County Councillor John James referred to the allocated budget of £400,000 for the dredging of Burry Port Harbour. He also advised that in relation to Ty Mair Family Centre, an extension has now been given until 31<sup>st</sup> March 2016 for the organisation to vacate its current premises. It may be possible for this to be extended a little longer and then for the organisation to move to Glan y Mor school. County Councillor John James advised members that a talk is being given on the new school for Ysgol Parc Y Tywyn on 2<sup>nd</sup> February. Lastly, he advised that he was due to speak with an Executive Board member the following day in relation to a potential depot for sand bags, as referred to in his report at last month's meeting.

### **154. To consider the Mayor's report**

The Mayor advised members that she had attended a meeting the previous week with the charity Mencap and would shortly be attending their charity dinner. She had also attended the annual meeting of the Royal British Legion at the local branch on Saturday 16<sup>th</sup> January, which had been interesting.

### **155. To consider Communications received**

1. Letter dated 23<sup>rd</sup> December 2015 from the Welsh Blood Service. This advises that at the blood donation session held at the Memorial Hall, Burry Port on 24<sup>th</sup> November, 111 donors attended, with 101 donors able to make a donation, 8 of which were new donors. The letter also thanked the Town Council for its continued support.  
**Noted.**
2. Undated letter from the Service Transformation and Partnerships Manager of Hywel Dda University Health Board received on 4<sup>th</sup> January 2016. This refers to previous information sent on how the Health Board is working alongside the Local Authority, the third sector and with service users and carers to transform mental health services in Hywel Dda. It has been decided to extend the engagement period until the end of January 2016, due to the high level of interest from the public. Also, a number of

events are being hosted, specifically aimed at Town and Community Councils. An event is to be held at the Halliwell Centre, Carmarthen on 25<sup>th</sup> January 2016 between 6pm and 8pm. The event will provide an opportunity to find out in more detail the vision for future services, and ideas and opinions will be sought to help shape a future mental health service for Hywel Dda. Representatives from the Town Council are invited to attend this event. Notification of attendance is to be provided in advance.

**Noted.**

3. Email from Mr Matt Morden of Carmarthenshire County Council on 8<sup>th</sup> January 2016. In this, he confirms that Carmarthenshire County Council's Executive Board formally approved the transfer of Pembrey Memorial Hall to the Town Council at its meeting on the 4<sup>th</sup> January.

**Noted.**

4. Email from One Voice Wales on 8<sup>th</sup> January 2016, forwarding information from the Welsh Government. This advises that Cymru'n Cofio Wales Remembers 1914-1918 led by the Welsh Government, and the First Centenary Partnership led by Imperial War Museums, are inviting organisations and individuals working on First World War Centenary projects in Wales, to attend an event on 28<sup>th</sup> January 2016 between 10am and 4.15pm at Aberystwyth University. The aim of the event is to provide an overview of national plans to mark the commemoration in 2016; share key opportunities, including new resources; inspire projects and partnership working for 2016 and beyond; to enable participants to gain an overview of centenary activity across Wales. Spaces are limited to three delegates per organisation and places must be booked in advance.

**Noted.**

5. Email from Mr Matt Morden of Carmarthenshire County Council on 11<sup>th</sup> January 2016. In this, it is indicated that the work required in relation to the collapsed drain issue at Pembrey Memorial Hall has been approved to be undertaken.

**Noted.**

6. Email from Mr Philip Davies of Carmarthenshire County Council (Valuer- Corporate Property) on 12<sup>th</sup> January 2016. This relates to the surrender of the lease on the former Pembrey School, following notification provided to Mr Jonathan Fearn after the Town Council meeting on 16<sup>th</sup> December 2015. This advises that the County Council's Legal Department has indicated that the surrender can be undertaken through an exchange of correspondence and therefore, Mr Davies will be drafting an appropriate letter.

**Noted.**

7. Email from Rhosygilwen Mansion and Concert Hall, Cilgerran on 14<sup>th</sup> January 2016, advising that Lord Dafydd Wigley will be speaking there on Sunday 28<sup>th</sup> February, addressing the topic of Wales over the next five years. The event will begin with lunch at 1pm, with the talk at 2.30pm. The cost is £15 per head, in aid of Ty Hafan.

**Noted.**

## **156. Report of elected members**

Cllr Andrew Phillips informed members that he had spoken with Rory Dickinson of Carmarthenshire County Council the previous week in relation to progress on the work to be

carried out on the path in Burry Port Harbour. Mr Dickinson had assured him that the work would be undertaken by the end of the financial year.

**157. Report of the Clerk on matters of administration**

1. Formal notification has now been received from Burry Port Senior Citizens Club that due to the organisation ceasing, they will no longer be holding meetings at the former OAP Hall. Their meetings ceased at the end of December 2015, but they continue to require access to the hall until the end of January, to enable them to remove all of their equipment.

**Noted.**

2. Notification has been received from the Department for Education and Children at Carmarthenshire County Council in relation to the term of office for the Additional Community representative on the Governing Body for Ysgol Gymraeg Parc y Tywyn, namely Cllr Mrs Moira Thomas. This term of office ceases on the 17<sup>th</sup> June 2016 and it is therefore necessary for the Town Council to consider the filling of the subsequent vacancy. The letter received confirms that there is nothing to prevent Cllr Mrs Moira Thomas being reappointed, if that is the wish of the Council.

**Members approved that Cllr Mrs Moira Thomas should be reappointed on the Governing Body for Ysgol Gymraeg Parc y Tywyn.**

3. Following on from information referred to in Communications, a letter has now been received from Mr Phil Davies of Carmarthenshire County Council, confirming acceptance of the surrender of the lease on the former Pembrey School, as at 31<sup>st</sup> December 2015.

**Noted.**

4. Notification has been received from Carmarthenshire County Council of a Public Notice in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. Attached is a copy of the Public Notice, with the relevant Schedules which affect Pembrey and Burry Port. If there are any objections, these should be submitted in writing to the County Council by the 19<sup>th</sup> February.

**Noted. County Councillor Hugh Shepardson added that the prohibition of waiting at any time in relation to Gwelfor, Burry Port had been previously approved by members.**

5. Final item to be taken in camera.

***In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.***