

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 20<sup>th</sup> November 2013**

**Councillor Moira Thomas (Mayor)**

**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, Stephen James, John James, Robert John, John Hedley Jones, Mrs Pat Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Mary Wenman and Hefin Williams**

**County Councillor Hugh Shepardson**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Former O.A.P Hall, Memorial Hall, Burry Port, 7.00pm – 9.30pm)**

**95. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**96. Personal Matters**

Apologies were received from Cllr Mary Wenman for her late arrival at the meeting.

**97. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest. However, due to specific agenda items, some declarations of interest were highlighted. Cllrs Stephen James, Pat Jones, Moira Thomas, Mary Wenman and Susan Northam highlighted their interest in relation to the Burry Port Parks Appeal Committee. Cllr David Owens highlighted his interest in relation to St Illtyd's Church and Cllr John James highlighted his interest in relation to planning matters.

**98. Police Business**

Prior to the Police report being given, the Mayor Cllr Moira Thomas thanked the Police on behalf of the Council for the work undertaken in relation to the Remembrance Day Service.

PCSO Rob Kindred presented the Police report, as follows:

During the month of October 2013 27 crimes have been reported in the Burry Port section, down from 40 in the Same Period Last Year (SPLY). 15 are currently detected and several more will follow. The detection rate for the Year to Date is 62.6%.

Crimes of note:

### Violent Crime

There has been one reported assault for the period. Two arrests have been made and enquiries are ongoing.

### Criminal Damage

There have been 3 recorded criminal damages. Damage to a vehicle in Cliff Terrace, damage to plant pots in Nant Y Felin and a smashed window in Tanycoed. Officers have carried out all lines of enquiry.

### Burglary

There has been one burglary reported for Burry Port and Pembrey – a shed break in Brynhyfryd. Enquiries are ongoing.

### Misuse of Drugs

10 drugs crimes have been detected for the section. Some good proactivity from Vanessa Vaughan and your Neighbourhood Policing Team in particular.

More information or intelligence is welcomed.

Cllr Stephen James queried whether there had been a discovery of a body in Scotts Yard due to strong rumours circulating in the town. PCSO Rob Kindred advised that he was unaware of any such finding.

PCSO Rob Kindred also advised that the PACT date meetings have changed to the first Wednesday of each month at 6pm, with the next meeting being held on 4<sup>th</sup> December 2013.

### **99. To confirm the minutes of the meeting held on 16<sup>th</sup> October 2013**

The minutes of the Town Council meeting held on 16<sup>th</sup> October 2013 were accepted as a true record.

### **100. Matters Arising**

#### P64 – (77) Police Business

Cllr John James advised that a notice had now been served on the owners of the Windsor.

It was confirmed that the New Street petition had now been submitted in relation to a one way system.

#### P65 – (79) Matters Arising

The Mayor, Cllr Moira Thomas advised that she and the Deputy Mayor, Cllr Andrew Phillips had attended the AGM of the Carmarthenshire Citizens Advice Bureau held in the Ivy Bush Hotel, Carmarthen. They had been impressed by the work being carried out by this organisation. The Mayor referred to the letter which had previously been received from Carmarthenshire Citizens Advice Bureau seeking financial assistance. At that time, it was

resolved that a letter be sent enquiring about the possibility of an outreach office, although this correspondence had not been replied to. However, the Mayor was now suggesting that this financial request should be reconsidered. As members were generally in favour of the Town Council providing some financial support, it was proposed and **APPROVED** that the matter be referred back to the Finance Committee for further consideration with the RFO to consider the financial regulations in advance of this.

#### P66 – (80) Report of the TSO – Copperworks School

It was discussed that the future of the Copperworks Site really hinges on the Grillo Site. Cllr Andrew Phillips commented that it is infuriating that the Welsh Government has condemned the town. It was discussed that there was not a single serious objection to the development of the Grillo Site from any part of the town, with objectors being outside of the area. It has now meant that the further development of the Harbour is on hold.

#### P70 - (85) County Councillors Reports

A query was raised in relation to where Pembrey and Burry Port Youth Club will be meeting whilst the work is being undertaken at Glan y Mor School. Cllr Pat Jones advised that at present, the Youth Club did not have a location to meet and that they had asked herself and Cllr John James if they could use the Snooker Hall on Tuesday and Thursday evenings. She confirmed that the youth club would pay for its use.

Cllr Shirley Matthews mentioned the possibility of the Pembrey Community Centre being used. The Community Centre has space available which would enable the youth club to bring along some of their possessions eg sofas. Members were generally of the view that it was preferable to give the Youth Club the choice of the two venues.

#### P71 – (87) Fees and Charges

Cllr John James advised that the Fees and Charges Sub Group will be meeting once more in the near future to consider the fees for the existing user groups.

#### P73 – (90) Snooker Hall

Following a request for an update, the Clerk advised that she was awaiting the return of the completed DBS application form, together with accompanying documentation from the proposed temporary employee. The Clerk also advised that no additional Councillors had returned a completed DBS application form. Cllr Graham Davies queried about training being provided to Councillors who will be assisting and also about policies being written up. Cllr Pat Jones confirmed that she would contact someone in the Social Services Department regarding a safeguarding policy being obtained.

#### P77 - (94) Report of the Clerk of Matters on Administration

The Mayor reported that the official opening of Ty Mair Family Centre had gone well.

## **101. Report of the Technical Services Officer (TSO)**

### **Cemetery**

#### **(a) Burials**

During the month of September 2013 there have been 1no scattering of ashes and 1no burial of ashes.

### **Memorial Hall & Institute - Heating**

All work has been completed and the system is working satisfactorily.

### **Christmas Lights**

The Christmas Trees will be installed in Burry Port and Pembrey on 15<sup>th</sup> November 2013. Installation of Christmas lights will commence on 12<sup>th</sup> November 2013.

The TSO advised that the Christmas trees have now been put up. Also, some lighting has been installed with more being put up the following day. It was confirmed that all lighting will be ready for the Carnival on Friday 22<sup>nd</sup> November 2013.

### **Pembrey Community Centre**

The TSO advised that he and the Clerk had met with Matt Morden once more following the resolution at the Town Council meeting held on 16<sup>th</sup> October 2013. It had been agreed that the Town Council would take over responsibility for the Community Centre from 1<sup>st</sup> February 2014, subject to all work having been completed in relation to the list of works which he had given to Mr Morden. Additionally, it was reported that the County Council has invited Town Council officers and County Councillors to attend at Pembrey Community Centre on 4<sup>th</sup> December to meet with representatives from the user groups. Cllr Andrew Phillips will also be in attendance to represent the Town Council.

### **Maritime Park**

Draft lease has now been received. The TSO advised that since receipt of this, he had spoken to the Coastal Community Regeneration Officer, Joanna Leeuwerke and it is her opinion that she believes it unlikely that we would obtain a grant for this, due to only large grants being presently considered. It was therefore proposed and **APPROVED** that consideration of the Maritime Park be referred back to the Regeneration and Leisure Committee.

### **Copperworks School**

The TSO referred to the site visit which had taken place by members of the Regeneration and Leisure Committee on 18<sup>th</sup> November 2013. He also advised that following the outcome of the Judicial Review on the Grillo Site, he had spoken to the Planning Officer, Robert Davies. Mr Davies had indicated that unless there is a successful appeal in relation to the Grillo site, then it is almost certain that planning would not be given on the Copperworks Site. Accordingly, at the recent Regeneration and Leisure Committee meeting, there had been discussion about the Town Council "cutting its losses" at this stage and merely requesting the architects to forward their invoice for work done to date. Members were generally supportive

of this position, although it was felt that the Copperworks building could not just be left in its current state and that there must be forward planning. Reference was made to the Community Centre which the Town Council will be taking over in Pembrey, which is in a far better condition. Cllr Shirley Matthews emphasised that she wishes to have a meeting with the users of the Copperworks to ascertain their views.

**Website**

The designer is working on the upgrade to the website.

**Dog/Waste Bins**

Email from CCC attached. Cllr Stephen James commented that there had been a number of complaints that bins had been removed around the Harbour. Cllr John James advised that he had spoken to Rory Dickenson and that some of these will be immediately replaced. Mr Dickenson was of the view that a business had been depositing large amounts of dog faeces.

**Footpath Maintenance**

The Level 71/22: Pembrey Square.

Lastly, the TSO advised that he had been seeking a price in relation to the refurbishment of the commemorative stone in the Harbour. He has now been advised that a granite facing can be attached to this at a reasonable cost. As he is able to pay for this through his own budget, it does not need to go to the Finance Committee for approval.

**102. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

**1. Bank**

Bank Balances

The following cash balances are held with Lloyds at 31st October 2013:-	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	249879.62		249,879.62
Community Account	8533.61	2,023.89	6,509.72
Imprest account	1117.35		1,117.35
	<b>£259,530.58</b>	<b>£2,023.89</b>	<b>£257,506.69</b>

**2. Schedule of accounts paid**

The following accounts have been paid from 1st to 31st October:-

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
-	-	-	-	-	-

Heart internet	Web provider	3	8.99	1.80	10.79
Artavia	Admin	3	95.00		95.00
AT Photography	Admin	3	180.00		180.00
British Gas	Hall	1	152.65	7.63	160.28
SITA	Waste disposal - Cemetery	4	71.20	14.24	85.44
SITA	Waste disposal - Hall	1	81.79	16.36	98.15
Parker Plant Hire	Hall	1	58.80	11.76	70.56
Parker Plant Hire	Hall	1	58.80	11.76	70.56
Powercut	Cemetery	4	118.41	23.70	142.11
Powercut	Cemetery	4	111.76	22.35	134.11
Mike Clarke Printing	Events - Freedom of Town	9	151.00		151.00
Mike Clarke Printing	Events - Freedom of Town	9	28.00	5.60	33.60
Chivers Corner Garage	Cemetery	4	222.32	44.46	266.78
Roof R Us	Pembrey	1	50.00	10.00	60.00
S&J Catering	Events - Freedom of Town	9	860.00		860.00
Moira Thomas	Admin - Travelling	3	172.25		172.25
Tradepoint	Cemetery	4	20.64	4.13	24.77
Tradepoint	Cemetery	4	26.82	5.38	32.20
Anchem Laboratories Limited	Hall - Survey	1	825.00	165.00	990.00
The Consortium	Hall - Cleaning materials	1	214.92	43.02	257.94
Plusnet	Internet provider	3	15.00	3.00	18.00
IWEC	Hall	1	51.80	10.36	62.16
IWEC	Hall	1	45.00	9.00	54.00
IWEC	Pembrey	1	200.00	40.00	240.00
Darren Daniel	Hall - Heating scheme	1	8128.64	1625.72	9754.36
British Gas - Electricity	OAP Hall	1	36.07	1.80	37.87
British Gas - Electricity	Cemetery	4	129.73	6.49	136.22
British Gas - Electricity	Hall & Institute	1	498.16	24.91	523.07
British Gas - Electricity	Pembrey	1	139.45	6.97	146.42
British Gas - Electricity	Old Kitchen	1	119.82	5.99	125.81
British Gas - Electricity	Copperworks	1	152.98	7.65	160.63
Artavia	Admin	3	69.34		69.34

Travis Perkins	Hall - maintenance	1	106.09	21.22	127.31
Enfys Tanner	Admin - Translation	3	15.60		15.60
Parker Plant Hire	Hall	1	16.80	3.36	20.16
K&W Motors	Cemetery	4	73.75	14.75	88.50
Dwr Cymru / Welsh Water	Copperworks	1	126.94		126.94
Dwr Cymru / Welsh Water	Hall	1	72.49		72.49
Dwr Cymru / Welsh Water	Hall	1	891.52		891.52
Myrddin Garden Machinery	Cemetery	4	59.80	11.96	71.76
Burry Port Town Band	Events	9	750.00		750.00
Heart internet	Web provider	3	8.99	1.80	10.79
			<b>£15,216.32</b>	<b>£2,182.17</b>	<b>£17,398.49</b>

### 3. Petty Cash

Payments made from 1st to 31st October 2013

Postage	3	1.09	1.09
Llanelli Star	3	0.70	0.70
Sewards - Freedom of Town	9	16.00	16.00
Llanelli Star	3	0.70	0.70
Postage	3	1.70	1.70
Postage	3	5.40	5.40
Postage	3	3.50	3.50
D&A Heel Bar	1	8.00	8.00
Llanelli Star	3	0.70	0.70
Co-op	3	2.55	2.55
Photos	3	5.94	5.94
Postage	3	50.00	50.00
Llanelli Star	3	0.70	0.70
Llanelli Star	3	0.70	0.70
Postage	3	28.80	28.80
B&Q	1	50.00	50.00
<b>Total payments made from petty cash</b>		<b>£176.48</b>	<b>£0.00 £176.48</b>

The RFO highlighted a few items of unusual expenditure. These related to printing and catering costs for the Freedom of the Communities event, an asbestos survey carried out on

the Hall (prior to the work on the heating system) and lastly the cost of the new heating system.

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

The Budget monitoring report for the period 1st April to 30th September 2013 has been circulated to Members.

The RFO advised that at this point in the financial year, income and expenditure should be approximately 50%. He reported that currently income is reduced and the main areas of reduction relate to the rental of the Hall and the income from the cemetery, compared to last year's figures. Employees' costs are within budget but administration costs are over budget, mainly due to insurance being paid at the start of the year. Also, Civic Expenditure is over budget due to the payment of the Mayoral allowance and the costs of the Civic Ceremony, but this is due to early payments being made.

Cemetery expenditure is within budget, as is the expenditure on the Hall and Institute. Expenditure on the Copperworks is over budget, with the main item of expenditure being the new boiler. Miscellaneous expenditure is currently nil, due to the Christmas Tea and Cawl Cennin not yet having been held. Special projects expenditure is under budget, as the youth facility contribution of £10,000 has not yet been paid.

The net expenditure is 48.13% and is therefore within budget.

Cllr Graham Davies queried the Major replacement fund/PBPTC Events/Development Budget. It was confirmed that to date, the only expenditure from this had been in relation to the Carnival and the donation to the local Fundraising Committee for the 2014 National Eisteddfod. Cllr Shirley Matthews also confirmed that the Forum is donating back to the Town Council the sum of £1,500 towards the cost of the Christmas trees and lights.

#### **103. To consider the report of the Finance Committee meeting held on Tuesday 15<sup>th</sup> October 2013**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 15<sup>th</sup> October 2013 be signed and accepted as a true record.

#### **Matters arising from the minutes**

There were no matters arising from these minutes.

#### **104. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 3<sup>rd</sup> October 2013**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 3<sup>rd</sup> October 2013 be signed and accepted as a true record.

#### **Matters arising from the minutes**

There were no matters arising from the minutes.

**105. To consider any planning applications**

The Mayor advised that the planning applications had been recommended for approval by the Town Council's Planning Committee save for application number S/21597 relating to the construction of 100 dwellings off Mountain Road, Pembrey. The Clerk advised that this application had been discussed at length by the Planning Committee and as a result, a draft letter of objection had been prepared. The Clerk advised members of the content of this letter which it was intended to send to Carmarthenshire County Council's Planning Department, expressing the objections of the Town Council to this application.

County Councillor Hugh Shepardson thanked the Town Council for the view which it had taken in relation to this planning application. He confirmed that he and County Councillor Shirley Matthews were addressing the Planning Meeting in due course. They have also informed the Head of the Planning Department, Mr Eifion Bowen that they wish to have a site visit. County Councillor Shepardson also reported that he had found out late that afternoon that the County Council is now issuing compulsory purchase orders.

It was proposed and **RESOLVED** that the letter of objection be sent to the Planning Department of the County Council.

Cllr Mary Wenman arrived at the meeting at 8pm.

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/28989	Philippa Evans	Change of use from a religious D1 (English Congregational Church) to a residential dwelling. <b>APPROVED</b>
S/29046	Pembrey Village CP School Ashburnham Road Pembrey	The placement of a new demountable classroom unit and its associated services for the accommodation of Flying Start. <b>APPROVED</b>
S/29092	Mrs Janet Griffiths 39 St Marys Rise Burry Port	Disabled side bedroom extension and replacement of existing sun lounge. <b>APPROVED</b>
S/29093	Mr Robert Herridge The Bristol Hotel 18-20 Station Road Burry Port	Conversion of the first and second floors into residential flats. <b>APPROVED</b>
S/29094	Bingling Liang Bev's Chippy 6 Church Road Burry Port	A commercial fish and chip shop/takeaway on the ground floor and living accommodation on the first floor. <b>APPROVED</b>
S/21597	Charles Church West Wales Land at Mountain Road Pembrey	Construction of 100 dwellings and associated works. <b>RECOMMENDED FOR REFUSAL</b>
S/29098	Stuart Vaughan Jones Pant Glas Cottage	Taking off of existing two saddle roofs and replacing with one saddle roof.

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

County Councillor Pat Jones reported that there will be a final meeting in relation to a recycling centre early in the New Year. Currently, two sites are being considered so that there can be a similar facility to that at Trostre Park, Llanelli.

County Councillor Hugh Shepardson reported that he had met with the Director of Education and that officers are still working on an alternative site for Ysgol Parc y Tywyn.

County Councillor Hugh Shepardson enquired whether a meeting had yet been arranged for Rory Dickenson to address members. The Clerk advised that arrangements had not yet been made as the priority since the last meeting had been to arrange a meeting for members with County Council officers in relation to the park.

County Councillor John James reported that the bridge is nearly completed, with lights being placed on the hand rails and steps.

County Councillor John James also reported that the Council reorganisation Port had been approved. Also, the new levy for the playing fields had gone through. Lastly, he advised that the Coastal Community Regeneration Officer, Joanne Leeuwerke will be finishing in March 2014 when her contract comes to an end.

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

The Mayor reported that the Open Evening had gone well on 22<sup>nd</sup> October 2013. She was pleased with the number of encouraging comments and she briefly outlined the observations which had been made. It was discussed that a number of issues raised by residents at the Open Evening were outside the Town Council's control. Accordingly, it was agreed that there needs to be representatives from the County Council at the intended full Open Day.

It was commented that some of the residents who had attended had liked the informal nature of the meeting, whilst on the other hand there were several new residents to the area who would have liked some form of presentation in addition to the powerpoint presentation. All members agreed that the Open Evening had been a good starting point from which to learn.

It was proposed and **APPROVED** that the Open Day Sub Group meets again and passes the comments/observations to the appropriate committees. It was suggested that the County Council members need to be involved with the Sub Group due to a number of the issues raised being within the remit of the County Council.

The Mayor reported that she and Cllr Andrew Phillips had attended the Carmarthenshire Citizens Advice Bureau AGM at the Ivy Bush in Carmarthen, as already referred to. Also, the Remembrance Day Service had been well attended and had gone extremely well. Other events attended were the Opera, which she described as brilliant, the Polish Remembrance Service and Grav the musical (Ysgol y Strade). The Mayor also reported that she had been in attendance at the Festival of Light which had been attended by around 800 people. Additionally, she attended the RNLI concert, which had been excellent.

**108. Appointment of new member to Regeneration and Leisure Committee**

Before appointing a new member, acknowledgement was paid to Cllr Stephen James for his work on this Committee over many years. It was proposed that Cllr Hefin Williams be appointed as the new member to the Regeneration and Leisure Committee, which was unanimously **APPROVED**.

**109. Appointment of new member to Civic Governance and Personnel Committee**

An initial proposal was made that Cllr John James be the new member. However, an amended proposal was made that two new members be appointed, namely Cllr John James and David Owens. The amended proposal was voted on and was **APPROVED**, resulting in both Cllr John James and Cllr David Owens being appointed to the Civic Governance and Personnel Committee.

**110. Town Council meeting - December**

Members were generally of the view that a meeting needed to be held in December, as otherwise the wrong message would be conveyed to local residents who members of the Town Council serve. There was some discussion as to whether the date of the meeting needed to be changed, from the usual third Wednesday of the month due to the closeness to Christmas. However, members **APPROVED** that the meeting take place as usual on Wednesday 18<sup>th</sup> December 2013.

**111. Christmas office opening hours**

It was proposed and **APPROVED** that the office close on Friday 20<sup>th</sup> December and stay closed for the following Christmas week.

**112. To consider Communications received**

1. Letter from Mr Adrian Wales, Regional Network Manager of the Post Office dated 17<sup>th</sup> October 2013. This advises that the scheduled refurbishment of the Burry Port Post Office has been delayed. The Post Office closed for refurbishment on the later date of 31<sup>st</sup> October 2013 and is scheduled to re-open on 25<sup>th</sup> November 2013.  
**Noted**
2. Letter from Christine Chapman, the Chair of the Communities, Equality and Local Government Committee of the National Assembly for Wales dated 21<sup>st</sup> October 2013. This relates to the consultation process on the Housing (Wales) Bill.  
**Noted**
3. Letter from Roy Thomas, the Chief Executive of Kidney Wales Foundation dated 23<sup>rd</sup> October 2013. This provides an invitation to attend the Kidney Wales Foundation-Reflections Concert and Carol Service, to be held at the City Parish of St John the Baptist, the Hayes, Cardiff on Thursday 12<sup>th</sup> December 2013 at 7pm. To reserve a complimentary place, contact Melanie Wager on 02920 343 940 or email [melanie@kidneywales.com](mailto:melanie@kidneywales.com) or alternatively advise the Clerk, who will make the necessary arrangements. Donations can be made to Kidney Wales Foundation on the evening.

**Noted**

4. Written statement by the Welsh Government dated 21<sup>st</sup> October 2013, entitled The 5th report by the Intergovernmental Panel on Climate Change and its implications for Wales.

**Noted**

5. Email from One Voice Wales dated 29<sup>th</sup> October 2013. This advises that the First Minister, Carwyn Jones, officially launched the Framework Programme for Wales' Commemoration of the First World War, Cymru'n Cofio Wales Remembers 1914 – 1918 on 28<sup>th</sup> October 2013. The Programme sets out the Welsh Government's vision and approach for the commemoration and outlines some of the key events that are planned for the commemoration period from 2014 to 2018. Further details on the programme are available on the website [www.walesremembers.org](http://www.walesremembers.org), which is the official site for information on how Wales will mark the centenary of the First World War in Wales. It provides a focal point for information on the latest news, projects, events and signposting services for the programme of commemoration which will take place in Wales.

*Cllr Stephen James reported that there is going to be a grants programme to assist communities in preserving War Memorials from World War I. It was APPROVED that this communication be referred to the Regeneration and Leisure Committee for further consideration.*

6. Letter from Flight Lieutenant Mark Rosser, Officer Commanding of 621(Carmarthen) Squadron Air Training Corps dated 29<sup>th</sup> October 2013 in relation to the granting of the Freedom of the Communities.

*It was also commented that the Cadets were once again in attendance at our recent Remembrance Day Service.*

7. Letter from Cllr Pam Palmer, Deputy Leader (Communities) of Carmarthenshire County Council dated 1<sup>st</sup> November 2013. This requests support for the Christmas Toybox Scheme. The letter advises that Carmarthenshire County Council is organising the scheme for the third year running, to help make Christmas easier for those in difficult financial situations. A request is being made for donations of new toys for children and young people aged from birth to 16 years. The most local collection point is Llanelli, where toys can be deposited at Ty Elwyn, the Town Hall and the Llanelli Star office. The letter also goes on to ask if we are aware of any voluntary or community organisations in our area, who can assist with distribution of the toys. The last date for donations of toys will be 2<sup>nd</sup> December 2013.

**Noted**

8. Letter from Mr Richard Goodridge dated 4<sup>th</sup> November 2013 in relation to an Ecumenical Service of Commemoration at Carmarthen Park on Sunday 13<sup>th</sup> August 2014 at 2pm to commemorate the centenary of the outbreak of World War 1. This includes a request for a minimum donation from the Town Council of £10.00.

**Noted**

9. Email from Christopher Salmon, the Police and Crime Commissioner dated 11<sup>th</sup> November 2013. This requests assistance as he works towards setting a 2014/15

Council Tax policing precept. The email states that he is eager to understand what the public wish to pay for their policing service and he is running a survey relating to this, which can be found online, as well as being available in hard copy format through the Commissioner's office. The email concludes by requesting that everything be done to encourage local residents to respond to the survey which ends on 8<sup>th</sup> December.

**Noted**

10. Letter from Helen Edwards, the Branch Secretary of the Public and Commercial Services Union dated 12<sup>th</sup> November 2013. This refers to the three month review into the Driver and Vehicle Agency (DVLA), announced by the Transport Minister on 8<sup>th</sup> October 2013.

*As many local residents work at the DVLA in Swansea, members were generally of the view that the Town Council should offer its support and that a letter of support should be sent, urging that this be retained in Swansea.*

11. Email dated 13<sup>th</sup> November 2013 from Debbie Edwards, Secretary of the Burry Port Park Appeal, attaching a report which she has prepared in relation to Burry Port Park. The email requests that the report be brought to the attention of the Town Council at the next Town Council meeting.

*Cllrs Mary Wenman, Stephen James, Pat Jones, Jean Hire and Moira Thomas declared an interest in relation to this matter and therefore left the room for discussions to take place.*

*Members had had the opportunity of considering the information received from Debbie Edwards of Burry Port Park Appeal, as this had been circulated with the agenda. Discussions took place as to what assurances, if any, had previously been given. It was agreed that the Burry Port Park Appeal when obtaining grant funding had had a condition attached that they run the park for 18 months. Therefore, the Council had approved to review the situation after the 18 month period.*

*It was also commented by some members that it was believed that some equipment at the park is in a dangerous condition. Cllr John James advised that he and Cllr Pat Jones had been working to try to get the County Council to assist in training Town Council employees. The TSO advised that the training was not a problem but once this had been undertaken and responsibility is accepted, then it would come under our own insurance policy.*

*It was discussed that the Town Council does not have responsibility for the park and it has no power to close it. However, it was felt that there is some moral and social responsibility and that we need to work in conjunction with those who hold responsibility.*

*After lengthy discussion, the following three part proposal was made:*

1. *The Town Council must respond promptly and although it is on the understand that there is no liability on the Council's part, advise the Burry Port Park Appeal Committee that it is working hard to find a solution.*
2. *Members of the Regeneration and Leisure Committee meet with members of*

*the Park Committee to identify what urgently needs attending to and to consider the Committees finances. If the Committee requires assistance with funding the work then an urgent request could be made to the Finance Committee for a donation.*

3. *A subsequent round the table meeting take place between the Town Council and Park users to consider a long term solution.*

*The above proposal was unanimously approved.*

### **113. To receive reports by elected members, if any**

Cllr Stephen James advised that he had been recently approached by a local resident who believed that one of the shop frontages in the vicinity of the George Hotel is to be converted into a takeaway. There is concern due to the large number of takeaways already within the town. Cllr John James believed that this related to the kebab house. A check has been made with the Licensing Department and it has been confirmed that it can open, as there is no change of use.

Cllr Stephen James also reported that as Vice Chairman of the Area Committee of One Voice Wales, he will be attending a meeting with the County Council on 13<sup>th</sup> December. This is to discuss the County Council budget. Cllr James requested that if members have any issues which they wish to be discussed that they notify the Clerk in advance.

Cllr Michael Theodoulou made reference to the fact that it had come to his attention that an elected County Councillor from another area had suggested that the financial pressures would be eased if Burry Port Harbour was sold off to the private sector. He emphasised his dissatisfaction at outsiders trying to control what goes on within our local community. Cllr John James emphasised that any such proposal would be strongly opposed. There is ongoing public consultation on the County Council's budget and he is attempting to arrange for a meeting in Burry Port.

Cllr Shirley Matthews referred to the Senior Citizens Christmas Tea which is due to be held on Thursday 12<sup>th</sup> December. She requested raffle prizes and assistance with the event from anyone who is available. Cllr Matthews also reminded members of the forthcoming Christmas Markets on Saturday 30<sup>th</sup> November and Saturday 7<sup>th</sup> December and again requested assistance in relation to these days.

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

1. Email from One Voice Wales of 14<sup>th</sup> November 2013, forwarding on information from Ben Payne, the Communications Manager of The Big Lottery Fund. This advises that the Big Lottery Fund has launched Building Communities, which will create an independent trust to invest £15 million to help some of the most disadvantaged communities in Wales. There is a recruitment drive for a Chair/Trustee Directors and a recruitment information event is being held in the Cardiff office on 4<sup>th</sup> December 2013. The closing date for applications is 20<sup>th</sup> January 2014. More information is available on the website [www.biglotteryfund.org.uk/buildingcommunities](http://www.biglotteryfund.org.uk/buildingcommunities). You can also register for the recruitment information event on the website. You will need to commit around 24 days a year. The posts are not salaried but reasonable expenses are paid.

*Noted. Cllr Michael Theodoulou highlighted his interest in relation to the Big Lottery*

*Fund.*

2. A letter from the Head of Planning at Carmarthenshire County Council received on 14<sup>th</sup> November 2013. This advises that the Consultation on the Review of the Regional Technical Statement for Minerals for South Wales commenced on 28<sup>th</sup> October 2013 and ends on 23<sup>rd</sup> December 2013. It also attaches a briefing note, which seeks to explain the process. The consultation documents are available on the South Wales Aggregates Working Party website ([www.swrapw-wales.org](http://www.swrapw-wales.org)).

**Noted**

3. Letter from Dylan Jones, the Programme Officer of the Carmarthenshire Local Development Plan Examination. This advises that the Welsh Government has appointed Mrs Rebecca Phillips of the Planning Inspectorate Wales to conduct an Examination, which will include a series of hearings, the first of which will take place on 4<sup>th</sup> February 2014. However, prior to this, a Pre-Hearing Meeting will take place on 11<sup>th</sup> December 2013 to discuss the management of the Examination. The meeting will take place at Parc y Scarlets, Llanelli at 10am. The purpose of the meeting is to help the Inspector and all interested parties to prepare for the Examination. It is emphasised that it is important that all those who wish to be involved in the Examination, particularly those who intend to be involved in the hearing sessions, attend the Pre-Hearing Meeting. The letter requests that Mr Jones be notified of persons who wish to attend the Pre-Hearing Meeting. The agenda and the guidance notes for the Pre-Hearing Meeting will be available on the Carmarthenshire Examination website ([www.carmarthenshire.gov.uk/LDPE](http://www.carmarthenshire.gov.uk/LDPE)).

*It was proposed and APPROVED that the Mayor, Cllr Moira Thomas and the Deputy Mayor, Cllr Andrew Phillips attend the pre-hearing meeting on 11<sup>th</sup> December 2013.*

4. Letter from Sue Whittal, Regional Network Manager of the Post Office dated 14<sup>th</sup> November 2013. This advises that the scheduled refurbishment of the Burry Port Post Office has been further delayed and it is not due to reopen until 2<sup>nd</sup> December 2013.

*Cllr Hefin Williams reported that the Structural Engineer had had to change the entire engineering design and hence the reason for the delay.*

5. Email from Meleri Griffiths of Carmarthenshire County Council on 18<sup>th</sup> November 2013. This advises of a request for a temporary road closure on Station Road, Burry Port, from its junction with Stepney Road to its junction with Old Tramway, a total distance of 130 metres. The closure is necessary to ensure public safety whilst Burry Port Christmas Street Market takes place on Saturday 30<sup>th</sup> November 2013 and Saturday 7<sup>th</sup> December 2013 between the hours of 10am and 6pm.

**Noted**

6. Letter from Mrs Enfys Tanner, the Chairperson of the Burry Port and Pembrey Eisteddfod Appeal Committee dated 15<sup>th</sup> November 2013. She is enquiring as to the possibility of borrowing the piano in the Memorial Hall for a fundraising concert which is to be held in St Mary's Church, Burry Port on 8<sup>th</sup> February 2014. The letter confirms that the Committee would pay for re-tuning the piano, if needed.

*It was APPROVED that the piano could be used with the TSO to be responsible for supervising.*

7. Letter from Father Dewi Davies of St Illtyd's Church, Pembrey dated 18<sup>th</sup> November 2013. This advises that the Church is arranging its second Christmas Tree Festival, to be held from Thursday 12<sup>th</sup> December to Sunday 15<sup>th</sup> December. Thirty one local organisations have been asked to decorate a Christmas tree and have agreed. The trees will be displayed in the Church during the four day festival and the public will be invited to visit and refreshments will be provided. There is no admission charge, although donations can be made. The letter concludes by stating that the Church is seeking sponsorship to cover the cost of the festival, including the purchase of the thirty one real Christmas trees and asks if the Council would consider donating sponsorship towards the festival expenses.

*It was **APPROVED** that this request be referred to the Finance Committee.*

8. A request has been made by the Historical Society for a letter of support from the Town Council. The society is making a grant application for the purpose of obtaining facilities for power point presentations. The Historical Society is happy to make this equipment available to other local organisations, if the grant application is successful.

*Cllrs Pat Jones and Stephen James highlighted their interest in the Historical Society. Members **APPROVED** that a letter of support be provided to the society.*

9. Following the feedback from the recent Town Council Open Evening (and as discussed and approved at the Regeneration and Leisure Committee meeting on 7<sup>th</sup> November), the Clerk is seeking to arrange a meeting for relevant officers from Carmarthenshire County Council to meet with Town Councillors. The purpose of this meeting is for information to be obtained on potential asset transfers, particularly in relation to the park. It is proposed that such a meeting take place on Tuesday 3<sup>rd</sup> December 2013 at 6pm.

*It was **APPROVED** that the meeting with County Council officers take place on 3<sup>rd</sup> December and the Clerk is to confirm these arrangements.*

10. 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.