

Pembrey and Burry Port Town Council

Monthly Meeting

Wednesday 17th January 2018

Present: Councillor David Owens (Mayor)

Councillors Mrs Linda Edwards, Mrs Pam Every, Mrs Amanda Fox, Peter Freeman, John James, Stephen James, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell, Mrs Karen Francis Morris, Hugh Shepardson, Michael Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

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

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.05pm – 10.30pm)

111. Opening prayer

The opening prayer was given by Reverend Nicholas Jones.

112. To receive apologies for absence

Apologies were received from Cllr Geraint Davies.

113. To receive members' declarations of interest in respect of the business to be transacted

Cllr John James declared an interest in all matters relating to planning including agenda item 11, as he sits on Carmarthenshire County Council's Planning Committee.

Cllr Mrs Mary Wenman declared an interest in any agenda item that involved the play area of Burry Port Memorial Park.

114. Police Business

There was no attendance by the Police at the meeting and no report had been received in advance of the meeting. Therefore, there was no discussion upon this agenda item.

115. To confirm the minutes of the meeting held on Wednesday 15th November 2017

P84 (94) – To consider the report of the Responsible Finance Officer

Cllr Mrs Moira Thomas noted a duplication of information in the table "Schedule of accounts paid" that needed to be deleted.

Subject to this amendment it was **RESOLVED** that the minutes of the meeting held on Wednesday 15th November 2017 be accepted as a true record of proceedings.

116. To consider the report of the Responsible Finance Officer

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

1. Bank Balances

The following cash balances are held with Lloyds at 31st December 2017 :-	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	277,961.41		277,961.41
Community Account	51,348.11	2,145.78	49,202.33
Imprest account	646.55		646.55
	£329,956.07	£2,145.78	£327,810.29

2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st December 2017

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Burry Port Town Band	Mayoral Concert donations	9	400.00		400.00
Shirley Matthews	Special - Xmas lunch items reimbursement	9	60.69		60.69
CCC	Training	1	25.00	5.00	30.00
Xerox Finance	Admin - Photocopier charges	1	78.95	15.79	94.74
Chivers Corner	Cemetery - Vehicle costs	4	227.23	45.45	272.68
Cathedral Leasing	BP Memorial hall - Cleaning costs	3	64.98	13.00	77.98
Currys	Admin - IT costs	1	29.16	5.83	34.99
Caerodor Design	Special - donations/Friends of BP Harbour	9	184.00		184.00
Blachere	Special - Christmas Lights	9	68.45	13.69	82.14
BT	Admin - Telephone charges	1	20.00	4.00	24.00
Currys	Admin - IT costs	1	34.98	7.00	41.98
Wrenvale	Special - Christmas Lights - trees	9	700.00	140.00	840.00
Steve Chilvers	Admin - Website costs	9	94.17	18.83	113.00
Miles Hire	Cemetery -Equipment costs	4	64.00	12.80	76.80
Biffa	Cemetery - Refuse costs	4			0.00
Biffa	BP Hall - Refuse costs	3	280.18	56.04	336.22
Cymrodorion Society	Special - Donations	9	100.00		100.00
Burry Port Choir	Special - Donations	9	100.00		100.00
Dementia Carers	Special - Donations	9	500.00		500.00
Plusnet	Admin - IT costs	1	25.00	5.00	30.00
Lloyds Bank	Service Charges	1	5.00		5.00
S. Jones	Special - Xmas lunch	9	805.00		805.00
Action Surveillance	BP Memorial hall - Maintenance	3	90.00	18.00	108.00

Dementia Carers Support Group	Xmas Window Display competition (in lieu of John Davies Chemist)	9	100.00		100.00
K. Evans - Laundrette	Xmas Window Display competition	9	50.00		50.00
Salvation Army	Xmas Window Display competition (in lieu of John Davies Chemist)	9	50.00		50.00
Sewards	Xmas Window Display competition	9	25.00		25.00
Adeline Guest House	Xmas Window Display competition	9	25.00		25.00
Mike Clarke Printing	Admin - Xmas cards	1	10.00	2.00	12.00
British Gas	BP Memorial hall - Gas	3	1352.25	67.61	1419.86
Burry Port Town Band	Mayoral donations	9	50.00		50.00
Vaughan Sound	BP Memorial hall - Maintenance	3	117.00	23.40	140.40
St Mary's Church	Special - Donations	9	200.00		200.00
Cando Laundry	BP Memorial hall - Cleaning costs	3	93.00	18.60	111.60
Plusnet	Admin - IT costs	1	15.50	3.10	18.60
Plusnet	Admin - IT costs	1	17.00	3.40	20.40
			6061.54	478.54	6540.08

3. Petty Cash

Payments made from 1st to 31st December 2017

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Tesco	OAP Xmas Lunch items	9	14.09		14.09
Chivers Corner Garage	Screen wash	4	0.99		0.99
Tesco	OAP Xmas Lunch (trees)	9	40.00		40.00
Wilco	BP Memorial Hall - cups	3	24.00		24.00
Tesco	OAP Xmas Lunch items	9	100.68		100.68
Burry Bargains	OAP Xmas lunch - table cloths	9	7.80		7.80
Burry Bargains	Admin - sellotape	1	2.80		2.80
Burry Stores	OAP Xmas Lunch (napkins)	9	2.00		2.00
Total payments made from petty cash			£192.36	£0.00	£192.36

4. The Budget Monitoring report

The Budget monitoring report for the period 1st April 2017 to 31st October 2017 has been circulated to Members.

Finance Committee

The RFO stated that a virement was required for the overspend on insurance and also for the additional IT licences.

The RFO clarified that the changes to the report structure he had agreed would appear from the next financial year.

Facilities Management Committee

In relation to income, the RFO stated that the report showed it to be in budget. As an update, he added that the Service Level Agreement payment for the public conveniences and the footpath grant had been received but were not yet shown on this report.

In relation to expenditure, the RFO noted where virements are required to cover sub-contractor work and electrical maintenance at the cemetery. He added that expenditure at the cemetery was within budget.

For the expenditure at the Hall and Institute, the RFO stated that there were still virements required to cover the cost of the bar refurbishment, purchase of new kitchen equipment and the new water boiler.

The RFO stated that the rates for the Copperworks site Band Room were over budget.

For Pembrey Memorial Hall, the RFO highlighted that a virement was needed to cover maintenance costs, as well as some refurbishment costs which were to be shared between the budgets for this hall and Burry Port Memorial Hall.

With regard to Special Projects, the RFO stated that the necessary virement would be actioned for the memorial seat.

Civic Governance and Personnel Committee

The RFO referred to expenditure being slightly over budget, which was mainly due to increased staffing/hours. He stated that a virement from reserves would be necessary to meet the increase.

The RFO also stated that a virement was needed to cover Members' Allowances as no budget was in place.

Regeneration and Community Services Committee

The RFO stated that future budget monitoring reports for this Committee would include the expanded detail requested. He advised that all contributions received were for Wales in Bloom, with no contributions for Christmas lights. Income had also been received from guests attending the Wales in Bloom Dinner.

The Marketing and Promotion budget was highlighted as being within budget. The RFO confirmed that in relation to the overspend on Floral displays, this was largely offset by donations.

The Clerk stated that there was an additional £500 from the Carmarthenshire County Council Community Grant Fund expected.

In response to queries the RFO confirmed that in future, he will be providing further detail of expenditure, particularly in relation to the floral displays budget. Also, in future it may be possible to show working hours of staff against this heading and others also, but the process would have to be agreed.

There followed a discussion where Members pointed out that monitoring the working hours of the staff on projects was a means of ensuring accurate reporting and was not meant to reflect negatively on the work of the Maintenance Staff, whose work was highly regarded.

In relation to the overall budget, the RFO stated that at present the Council was slightly over budget, with net expenditure being 61.12%

In conclusion the RFO advised members that the budget for the next financial year needed to be finalised and the precept set. He added that each Committee had made their requests and the Chairs Committee had a further meeting to finish deliberations so as to recommend the budget at the next Town Council meeting.

Members **RESOLVED** that the report be taken as read and accepted.

Cllr John James advised that he and Cllr Mrs Amanda Fox are querying the rates payment for the empty building on the copperworks site.

117. To consider the minutes of the Finance Committee meetings held on Thursday 9th November and Thursday 14th December 2017

Cllr Stephen James highlighted that it was for the individual Committees to agree on the accuracy of the minutes and therefore, use of the term “to consider” on the agenda should be reviewed.

Matters arising

Minutes of 9th November 2017.

P1(4) – [P1 – Matters arising – Outstanding issues relating to Pembrey Memorial Hall

In response to a query the Clerk confirmed that she had no further information relating to the drainage work but that there was an upcoming meeting with Jonathan Fearn (Head of Property at Carmarthenshire County Council) where this could be clarified.

P1(4) – [P11.2 Cleaning of Facilities

In response to a query, the Clerk stated that a cleaning company had been invited to provide a quote on cleaning the kitchen. They had advised that the fridge could be cleaned.

The Mayor noted that the item had been referred to the Facilities Management Committee.

ACTION: FACILITIES

There followed a discussion on why Members were raising these issues, when it had already been agreed that it was for individual Committees to discuss these and not the full Council. Others felt that this may exclude Members not on those Committees from adding to the debate. Remedial actions were discussed with Members reminded that they were able to attend any of the Council’s Committee meetings and to voice their opinion, or they could speak to the Chair or Clerk in person. It was also stated that Members should be contacting the Clerk to raise any queries or issues in advance of the meeting.

Cllr Stephen James stated that this Council already has County Councillor and Mayoral reports and **PROPOSED** that provision be made for Committee Chairs’ reports during Town Council

meetings. He suggested the matter be referred to the Chairs Committee for consideration before reporting back to the Town Council.

P2(4) – [P3(6) – Matters arising – Special Projects - MUGA]

Cllr Mrs Mary Wenman reported that she was yet to submit the costings for maintenance issues/improvements as she felt it prudent to wait for the new TSO to take post to have discussions with him.

Members were reminded that a proposal had been made by Cllr Stephen James and that a vote was needed.

Cllr Mrs Moira Thomas proposed an **AMENDMENT** that the consideration of there being Committee Chairs reports during Town Council meetings be referred to the Civic Governance and Personnel Committee, which was seconded by Cllr Mrs Mary Wenman.

The amendment was voted on first with 7 voting in favour and 8 against. The amendment **FAILED**.

The original proposal was voted on next, with the Council unanimously in favour. The proposal was **APPROVED**.

ACTION: CLERK AND CHAIRS

It was **RESOLVED** that the minutes of the meetings held on 9th November 2017 and 14th December 2017, which had been circulated with the agenda be taken as read and accepted.

118. To consider the minutes of the Regeneration and Community Services Committee meetings held on Wednesday 1st November 2017 and Wednesday 6th December 2017

Cllr Robert John as Chair of this Committee was asked to give a brief report on the minutes of both meetings.

In response to a query, the Clerk confirmed that it was necessary to record the arrival and departure times of members in the minutes to ensure proper practice, as it was then evident who was in attendance when agenda items were being discussed/ decided upon.

The minutes of the meetings held on 1st November 2017 and 6th December 2017 had been circulated with the agenda and it was **RESOLVED** that these be taken as read and accepted.

There were no matters arising.

119. To consider the minutes of the Facilities Management Committee meetings held on Thursday 2nd November 2017 and Thursday 7th December 2017

Cllr Michael Theodoulou as Chair of this Committee was asked to give a brief report on the minutes of both meetings. He stated that a few of the highlights to report from the minutes were included in the agenda for this Town Council meeting. He asked the Clerk to provide an update to the Council on the water leak in the Cemetery.

The Clerk stated that the Council had received a letter from Dwr Cymru in relation to an alleged leak at the Cemetery. After investigation by Council staff found no evidence of a leak, Dwr Cymru were invited to inspect and neither could they find a leak. After contacting the owner of

a neighbouring property, it was discovered that the leak was in fact related to a tap being used by a neighbouring farmer to ensure sufficient water supply, due to low water pressure. She added that the farmer had also been contacted by Dwr Cymru with a similar letter a month or two earlier. This meant that as there was no leak, no further action was required of the Council, and all that remained were some minor issues to resolve with the neighbour which would be dealt with shortly.

Cllr Michael Theodoulou stated that the Council did not face any cost implications.

In response to a query, the Clerk confirmed that there was no water meter on site and that the Council paid for the water supply to the cemetery based upon rateable value.

It was **RESOLVED** that the minutes of the meetings held on 2nd November 2017 and 7th December 2017 which had been circulated with the agenda be taken as read and accepted.

There were no further matters arising.

120. To consider the minutes of the Civic Governance and Personnel Committee meetings held on Monday 13th November 2017 and Monday 11th December 2017

The minutes of the meetings held on 13th November 2017 and 11th December 2017 had been circulated with the agenda and it was **RESOLVED** that these be taken as read and accepted.

There were no matters arising.

121. To consider the following planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/36447	Mr Aeron Lloyd 70 Lando Road Pembrey	Garage extension to existing double garage to rear (retrospective)
S/36458	Carmarthenshire County Council Harbour Office Dock Access West	Locating a steel office container and access ramp to temporarily house the Burry Port Harbourmaster's office (for 18 months) adjacent the northern gable of the existing RNLI building. The existing Harbourmaster's office is within the site area of the proposed new RNLI building and thus will be demolished. A new HM office will be incorporated into the existing RNLI building. There will be minor rearrangement of one or two parking spaces north of the RNLI building and which are under the jurisdiction of the Harbourmaster's office. Also surface markings to designate parking area for the Harbourmaster's vehicle.
S/36464	Carmarthenshire County Council Burry Port MCP Earth Sculpture Burry Port	Provision of block stone revetment to protect toe of earth sculpture at Burry Port from a coastal erosion perspective this promontory is important and will control coastal processes in the area.
S/36491	Jonathan Fearn Land at Pembrey Country Park	Proposed changes to barrier layout at gateway to Pembrey Country Park, Rotary Way.

S/36576	Kathleen Flint 52 Ashburnham Road Pembrey	Two storey rear extension
S/36650	Mark Hall 185 Dolau Fan Road Burry Port	Extend existing balcony

Cllr Mrs Pam Every as Chair of this Sub-Committee was asked to give a report on the applications discussed. She stated that upon further investigation it transpired that the first two applications had already been approved by Carmarthenshire County Council Planning Committee. She added that in relation to application S/36464 the Sub-Committee had recommended its approval.

In relation to application S/36491, Cllr Mrs Pam Every stated that the Sub-Committee had requested further detail before making a decision.

Cllr Hugh Shepardson informed the Council that he had looked into this application and the proposal was for the introduction of a vehicle recognition system which would introduce charges based on length of use. He also confirmed that the system would allow for an annual pass as at present.

Members all indicated their **APPROVAL** for application S/36491.

In relation to S/36576 Cllr Hugh Shepardson stated that he had received representations from a neighbour of the applicant. His concerns were linked to the proximity of the proposed development to the existing neighbouring building as it would not leave sufficient gap for maintenance between the properties. He stated that he had written to Carmarthenshire County Council already to indicate that he had no issue with the application, subject to there being sufficient room for remedial work to be undertaken.

He **PROPOSED** for the Council to support his statement, seconded by Cllr John Hedley Jones. The proposal was unanimously **APPROVED**.

In relation to the operation of the Sub-Committee, Cllr Mrs Pam Every stated her concerns that when the Sub-Committee meets, it is only provided with the information above and not plans or other documentary evidence. She felt that they needed to be provided with more to make appropriate decisions.

It was also noted that with only 21 days to comment on applications, on occasion they were not being discussed before the deadline had passed.

The Clerk advised that ad-hoc meetings could be called by the Chair of the Planning Sub-Committee as necessary, to deal with any applications that fell outside of the period to comment.

There followed a discussion where members expressed concern that truly controversial or large developments that should be discussed by the full Council as opposed to just the Planning Sub-Committee may also pass without comment. It was noted that complaints had been made to the County Council Planning department about this lack of detail and the time constraints, but that nothing had been done.

Cllr John James stated that with a new Head of Planning at Carmarthenshire County Council, there may be an opportunity to improve the situation.

Cllr John Hedley Jones **PROPOSED** that plenary powers be given to the Planning Sub-Committee but that if there was an urgent major matter that the Sub-Committee was reluctant to take a decision upon, then it should be referred to the full Town Council or Chairs Committee.

In the ensuing vote the Council voted in favour to **APPROVE** this proposal.

Cllr Stephen James **PROPOSED** for the recommendations of the Planning Sub-Committee to be accepted, seconded by Cllr Michael Theodoulou.

The proposal was unanimously **AGREED**.

ACTION: ADMIN ASSIST

122. To consider any County Councillors' reports

Cllr Hugh Shepardson stated that he had two issues to report. The first was in relation to the Council's concerns at the recommendations of the Local Democracy and Boundary Commission report, which had predicted a significant population reduction in Pembrey and therefore the County level representation to be reduced from two to one Councillors. He stated that after making enquiries and attending meetings with Amanda Bebb (Electoral Services Manager Carmarthenshire County Council), it had transpired that the figures that had been used were incorrect and that the likelihood was that the status quo of two representatives would remain.

The second issue Cllr Hugh Shepardson reported was that there was an upcoming User Group meeting with the Park Manager of Pembrey Country Park in February. He stated that this was not a public meeting and was intended for the organisations and groups who regularly used space within the park for their activities.

There followed a discussion of whether Town Councillors could attend and what options the Council had to represent the community at this meeting.

Cllr Michael Theodoulou **PROPOSED** that a letter be sent to the County Council, indicating that Town Councillors have a right to be invited to such meetings. This was seconded by Cllr Bob Walpole.

In the ensuing vote 15 Members voted in favour of the proposal with two voting against and no abstentions. The proposal was therefore **APPROVED**.

ACTION: CLERK

Cllr Mrs Shirley Matthews stated that she had the same issues to report as Cllr Hugh Shepardson but wished to add that she had had concerns raised to her on the following matters:

- the tarmacadam on Lando Road had been resurfaced but the company concerned is in serious difficulties.
- A vandalised bus shelter on Ashburnham Road was going to be removed and she had sought permission for it to be given to Pembrey FC.
- She also wished to ask for the support of the Town Council for a new bus stop on Dan Lan Road adjacent to the former Toyota garage, following a request from local residents.

Cllr Mrs Shirley Matthews **PROPOSED** that the Council meet 50% of the cost using the budget available.

The Council voted unanimously in favour and **AGREED** to the proposal.

Cllr Mrs Amanda Fox wished to make a statement relating to the recent news around the future management of Burry Port Harbour. She wished it to be known that neither she nor Cllr John James had had any influence on the decision related to the lease agreement. They had been allowed to attend some meetings but had no involvement in the decisions made.

Cllr Michael Theodoulou stated that he had received several calls in relation to the news and that the opinion had been divided on it. He stated that he felt it may turn out to be a good idea but that at present little was known about the detail of the agreement, and so he had reservations. He stated that Carmarthenshire County Council's lack of consultation with the Town Council or with its County representatives on this matter, was disrespectful as the community's views had not been heard.

Cllr John James wished to reiterate that there had been no sale of the harbour agreed, only a long term lease. He felt that if the harbour was to be regenerated it would require the expertise the private company provided, and that local residents and the Town Council would have an opportunity to comment on the plans at a consultation event on the 7th February.

In the following discussion the Clerk stated that she had a letter from Ian Jones (Head of Leisure and Sport Carmarthenshire County Council) which confirmed that the Executive Board of Carmarthenshire County Council had agreed on December 18th to grant a long term lease in principle, effective from 1st April 2018. County members pointed out that the detail of that lease was yet to be agreed and could therefore be overturned and recommended for councillors and public alike to attend the consultation on the 7th February. Cllr Hugh Shepardson reminded the Council that the regeneration of the harbour was key to the masterplan for Burry Port and a solution was needed for it to take effect.

Members indicated that they had no objections to the regeneration of the harbour but were keen to scrutinise the detail of the lease as it could have far-ranging effects, including any potential re-development of land adjacent to the harbour.

Some members expressed deep concern at the way Carmarthenshire County Council had dealt with this issue as they could not see evidence of a tendering process, and the act of making a decision in principle, without consulting the Town Council, the local community or the County Members raised issues about the future working relationship between them.

The Mayor noted that he had heard no objections to the proposed lease agreement, only at the process of decision without consultation.

The Clerk stated in the letter she referred to previously, it indicated that should the Town Council have any specific questions they wish to put to Carmarthenshire County Council, then they could do so, via the Clerk prior to the consultation event.

Cllr John James informed the Council that he and Cllr Mrs Amanda Fox had been made aware of some of the detail but had been asked not to divulge any information on it. Had they been provided with information of concern, they would have spoken up about it.

Cllr Mrs Amanda Fox indicated that she and Cllr John James had followed the guidelines given to them, that they had interjected over concerns but that their voices were limited during those discussions.

The Mayor expressed his disappointment that the first he and others had heard of the lease agreement was via the press. He added that he was further disappointed that Mr. Ian Jones had not agreed to meet with the Town Council prior to the consultation event.

Following lengthy discussions, Cllr Michael Theodoulou **PROPOSED** that a letter be sent to Emlyn Dole (Leader of Carmarthenshire County Council) making strong representations against the lack of consultation in this decision and about the insult from the Head of Leisure in refusing to attend to meet with the Town Council. This was seconded by Cllr Mrs Karen Francis-Morris and unanimously **APPROVED**. It was further agreed that the draft letter be shared with the Chairs Committee.

ACTION: CLERK

There followed a discussion where members were reminded to send any of their questions for Ian Jones to the Clerk in advance of the consultation event.

Cllrs Mrs Shirley Matthews and Hugh Shepardson responded to a query as to whether there were any developments relating to the parking restrictions near Jerusalem Chapel, by stating the matter was being dealt with.

Due to the time and the fact that there were a number of outstanding agenda items, Cllr Stephen James **PROPOSED** that the Council suspend its standing orders to allow the meeting to continue, seconded by Cllr Michael Theodoulou.

The Council **AGREED** unanimously in favour of the proposal and the meeting continued.

Cllr John James reported that he had attended a presentation before Christmas on proposed transport improvements being championed by local AM Lee Waters. He stated that he had ensured that by the end of the meeting the impact on Pembrey and Burry Port was included.

Cllr John James also highlighted the large number of housing developments currently ongoing, and the need in the town for housing to meet local housing demands as well as those moving to the area.

123. To consider the Mayor's report

The Mayor reported that over the Christmas period he had attended the following events:

- Pembrey village carol concert with the proceeds going to the Dementia Carers Group
- Pembrey Christmas lights switch-on
- Cefn Sidan Rotary club dinner
- Probus lunch
- Community Concert
- Christmas Day wreath laying
- Presented at the graduation of three Flying Start children
- Was installed as the President of the Probus club.

Cllr Robert John as Deputy Mayor had attended the following event in the Mayor's absence:

- Burry Port Christmas lights switch-on

Cllr Hugh Shepardson stated that this was the first time a current Mayor had been elected the President of the Probus Club.

124. To consider/approve the recommendation of the Four Chairs' Group in relation to the proposed new play area at Burry Port Harbour

Cllr Michael Theodoulou informed the Council that he had raised this issue at Committee meetings in advance of this meeting. The recommendation of the Four Chairs' Group is for the Town Council to be the recipient of the Section 106 funding to build the play area, working with Carmarthenshire County Council Officers and the two County Members to deliver the project. He continued that so far he and the County representatives had met with two of the four potential bidders for the work, and that they would each be producing a report of their proposals for consideration.

Cllr John James responded to a query to clarify that the development timescale was between four and five months for delivery and that provision for inclusive equipment for disabled children was being made.

Cllr Michael Theodoulou confirmed the location of the play area would be adjacent to the public conveniences on the east harbour.

Cllr Stephen James **PROPOSED** that the Council endorse the recommendation made by the Four Chairs' Group, seconded by Cllr Michael Theodoulou.

The Council voted unanimously in favour and the proposal was **AGREED**.

125. To further consider the transfer of Burry Port Memorial Park from Carmarthenshire County Council, specifically in relation to taking an overriding lease of the whole area, as requested by the County Council (and as recommended by the Facilities Management Committee meeting on 04/01/18)

The Clerk advised the Council that as a result of communication with Jonathan Fearn (Head of Property at Carmarthenshire County Council) on 18th December, he had enquired whether the Town Council would take on an overriding lease of the whole area and become the head lessor, whereas previously the Council had only agreed to take on the periphery. She advised that Mr Fearn had indicated that this is how the County Council has dealt with similar situations and that it avoids ambiguity over such things as boundaries.

Cllr Michael Theodoulou stated he had spoken to Burry Port RFC and Burry Port FC already in relation to this and that they give their support to the situation as it may result in cheaper insurance for them. He added that should anything happen to either club in the future, the sub-lease would default to the Town Council rather than the County Council. His recommendation was to proceed on this basis.

In response to a query, the Clerk confirmed that the lease would include the toddler park and MUGA area, as well as the green space to the west of Burry Port RFC club house.

There followed a discussion where members highlighted some of the issues that were currently known and reported in the Memorial Park, such as wet and slippery conditions, uneven paths and that no arrangements had been confirmed as yet on the replanting of trees.

In response, Cllr Michael Theodoulou stated that Burry Port RFC's most recent pitch inspection report had advised against the replanting of trees as a means of addressing drainage issues. He

suggested that once the new TSO takes post, for him to investigate, seek appropriate advice and report back to members.

Cllr Michael Theodoulou **PROPOSED** that the Council approves taking on the overriding lease, as recommended by the Facilities Management Committee, which was seconded by Cllr Stephen James.

The proposal was unanimously **RESOLVED**.

ACTION: CLERK

126. To consider whether any political group of Councillors, holding a meeting on Town Council premises not as part of a formal Committee meeting, should incur hire charges.

There was a discussion of the agenda item where it was clarified that this only related to meetings of Councillors discussing Council business.

It was commented that meetings that serve the needs of the community should not be obstructed. However, there is a very clear rule on pre-determination and a view was expressed that this should not be amended by the Town Council by allowing free usage of its facilities.

Following the discussions, Cllr Stephen James **PROPOSED** that reasonable hire charges should be incurred for such usage and that it be referred to the Fees and Charges Sub-Committee to determine the level. This was seconded by Cllr Michael Theodoulou.

In the ensuing vote, 15 members voted in favour, with none against and two abstentions. The proposal was therefore **RESOLVED**.

127. To receive reports by elected members

Cllr Michael Theodoulou informed the Council that a meeting had taken place with local representatives of the Royal British Legion to discuss the arrangements for the ceremonies around Remembrance Day 2018. The meeting had been arranged to reassure the RBL that there were no plans to interfere with the Remembrance Day march but that the event should allow for a two minute silence to be observed at the Cenotaph at 11am.

In light of views expressed at the meeting with the RBL, Cllr Michael Theodoulou **PROPOSED** that the usual march take place, followed by a service at St Mary's Church, which was seconded by Cllr Mrs Moira Thomas. On the suggestion of Cllr John Hedley Jones, the proposal was amended to include arrangement for a two minute silence at 11am.

The Clerk reminded members, that as reported at the Extraordinary meeting on 16th January, she was due to meet on Monday 22nd January with representatives of the RBL to have preliminary discussions about ideas for this year's special commemorative events.

Members then voted on Cllr Michael Theodoulou's proposal. The Council voted unanimously in favour and the proposal was **RESOLVED**.

Cllr John James informed members of an upcoming meeting with the litter picking group, which he had been asked to Chair. He advised that the group wishes to set up as a constituted body. The status of the group was queried, as it was indicated that if it is part of the Town Council, then it does not require a separate constitution. It was agreed that Cllr John James could report the group's proposal to the Town Council at the next meeting.

Cllr Mrs Moira Thomas stated on behalf of the Cymrodorion Society that they had a plygain service in St Mary's Church on Tuesday 23rd January at 6pm and that an open invite to all Town Councillors had been extended.

128. To consider communications received and the report of the Clerk of matters of administration.

1. The following items of communication have already been electronically circulated to members:

Date	From	Subject
7 th December 2017	One Voice Wales	Appointment of members – Community Health Councils
8 th December 2017	One Voice Wales	Health, Social Care and Sport Committee – Inquiry into Loneliness and Isolation
11 th December 2017	Carmarthenshire County Council	Prohibition of waiting restrictions – Sandfield Road, Burry Port
12 th December 2017	One Voice Wales	One Voice Wales Community and Town Council consultation events – next steps
12 th December 2017	One Voice Wales	Report publication – A Parliament that works for Wales
15 th December 2017	Carmarthenshire County Council	Consultation on introduction of a Local Development Order for Llanelli town centre.
15 th December 2017	One Voice Wales	EnvisAGE discussion journal – a spotlight on tackling loneliness and social isolation among older people
18 th December 2017	Carmarthenshire County Council	Update from the Future Generations Commissioner for Wales
19 th December 2017	One Voice Wales	Update on the Review of Community and Town Council Sector in Wales from the Independent Review Panel
21 st December 2017	Carmarthenshire County Council	Temporary road closure – Ffrwd Farm Tramway, Pinged
21 st December 2017	One Voice Wales	Details of training courses between February and July 2018
4 th January 2018	Carmarthenshire County Council	Prohibition of waiting restrictions – Shoreline Caravan Park
16 th January 2018	One Voice Wales	Welsh Government and Defra consultation – proposals to tackle crime and poor performance in the waste sector

Noted

2. Letter from the Director of Education and Children's Services of Carmarthenshire County Council dated 4th December 2017 in response to the Clerk's correspondence relating to Flying Start provision in the Burry Port area (**copy attached**).

Noted

3. Letter dated 12th December 2017 from a representative of Llanelli and District Fairtrade, seeking the Council's support for Fairtrade (**copy attached**). Also, an email has been received, requesting that a representative meet with Town Councillors to provide further information to them.

Members agreed to send an invitation to representatives to attend the next Regeneration and Community Services Committee meeting.

4. Email received on 14th December 2017 from the Law Commission regarding a consultation paper on Planning Law in Wales, which was published on 30th November 2017. Any responses to the consultation are to be received by 1st March 2018. The consultation questions set out the Law Commission's ideas about the way in which Welsh Planning Law should be reformed. This email has already been forwarded to the Chair and Vice of the Council's Planning Sub Committee.
It was agreed that the matter be referred to the Planning Sub-Committee.

5. Letters of thanks received from Burry Port Male Choir and Cymdeithas Cymrodorion for the Council's recent donations.
Noted

6. Letter dated 15th December 2017 from Nia McIntosh (Flying Start Planning and Performance Manager) in relation to Flying Start provision in the Burry Port area (**copy attached**).
Noted

7. Email of 21st December 2017 from the Local Democracy and Boundary Commission for Wales in relation to the Clerk's correspondence. This confirms that the Council's representations regarding the review of electoral arrangements in Carmarthenshire will be considered, along with other representations received, when the Commission prepares its draft proposals. The email also advises that the projected figures are provided to the Commission by the County Council and is the only legal source for this information.
Noted

8. Letter received on 8th January 2018 from JCR Planning and Development Consultancy. This advises that they have been instructed by Pobl Group to submit an application for full planning permission in respect of the proposed construction of 103 dwellinghouses, access road and associated infrastructure at land adjoining the former Goodig Hotel, Burry Port. Due to the size of the proposed development, the Welsh Government pre-application consultation procedures apply. Members of the public, statutory bodies and other third parties are able to make representations in respect of the proposed development by no later than 5th February 2018, following which JCR Planning will consider these and finalise the formal planning application. Copies of the proposed application documentation are available upon the website of JCR Planning, as well as at Burry Port Library. Furthermore, a public exhibition will be held at Jerusalem Chapel Hall on 24th January 2018 between 2pm and 7pm.
Cllr Robert John declared an interest in this as the application relates to land opposite his house.

Members felt that given the size of the application, the Planning Sub-Committee should meet to discuss it and make a response and so the matter was referred. Some Members will also be attending the public exhibition on 24th January 2018.

9. Email of 10th January 2018 from Carmarthenshire County Council regarding bus transportation to Ysgol y Strade, in response to the Clerk's correspondence (**copy attached**).

It was agreed that the matter be referred to the Regeneration and Community Services Committee to consider a response and report to the Council with its recommendations.

10. Email of 11th January 2018 from the Head of Leisure at Carmarthenshire County Council, following a request by the Clerk to attend for a meeting with the Town Council, to discuss future plans for Burry Port Harbour (**copy attached**).
Noted
11. Email of 15th January 2018 from a local resident requesting that a question be raised at the Town Council meeting (**copy attached**).
Cllr John James advised that he and Cllr Mrs Amanda Fox would provide a direct response.
12. Letter received on 16th January 2018 from a local resident regarding his concerns in relation to Furnace Road, Burry Port (**copy attached**).
Cllr Mrs Shirley Matthews informed the Council that she and Cllr Hugh Shepardson had met with the resident and they did not feel there was a means of resolving this issue.

Cllr Hugh Shepardson stated that traffic surveys had been done and the cost to do the work had been assessed as high and the priority as low.

At the request of Cllr Michael Theodoulou, it was agreed that the Civic Governance and Personnel Committee be asked to consider an improved means of dealing with correspondence received.

13. Email from a representative of BBC Wales of 16th January 2018 regarding their proposed use of Burry Port Memorial Hall for a television programme and their requirements to make this viable (**copy attached**).
The usage was agreed in principle but it was also agreed that the matter be referred to the Facilities Management Committee to discuss the details.
14. 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:

To approve confidential minutes of the meeting of 15th November 2017

Update on confidential correspondence previously notified to the Town Council