

**Pembrey and Burry Port Town Council**

**Monthly Meeting**

**Wednesday 16<sup>th</sup> May 2018**

**Present: Councillor Robert John (Mayor)**

**Councillors Mrs Pam Every, Peter Freeman, Stephen James, John Hedley Jones, Mrs Lisa Mitchell, David Owens, Hugh Shepardson and Michael Theodoulou**

**In attendance: Alan Howells (RFO), Shan Loudon (Administrative Officer)**

**Minute taker: Ed Davies (Administrative Assistant)**

**(Memorial Hall 7.15pm – 8.05pm)**

**1. To receive apologies for absence**

No apologies had been received.

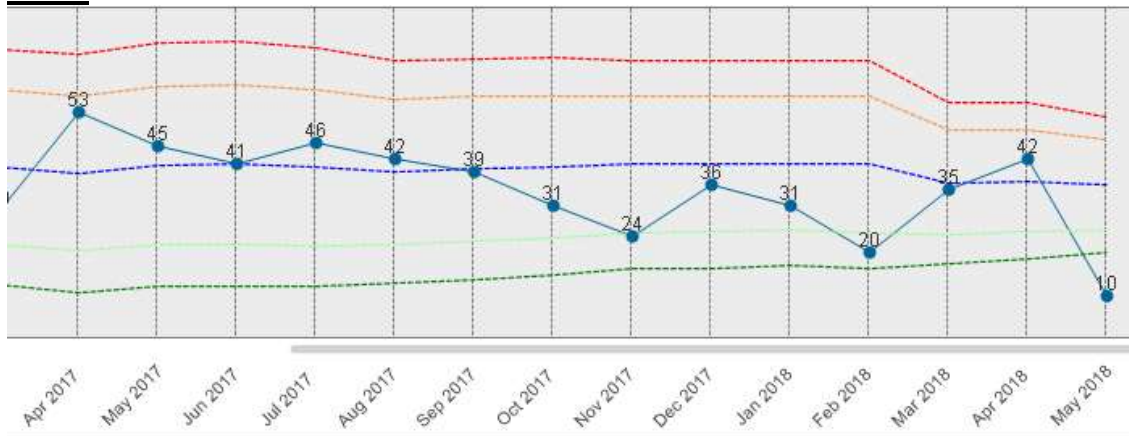
**2. To receive members' declarations of interest in respect of the business to be transacted**

No additional interests were declared other than what had been noted during the AGM

**3. Police Business**

PCSO Sarah Louise-Davies was in attendance and she read aloud the report as follows:

**Crime**

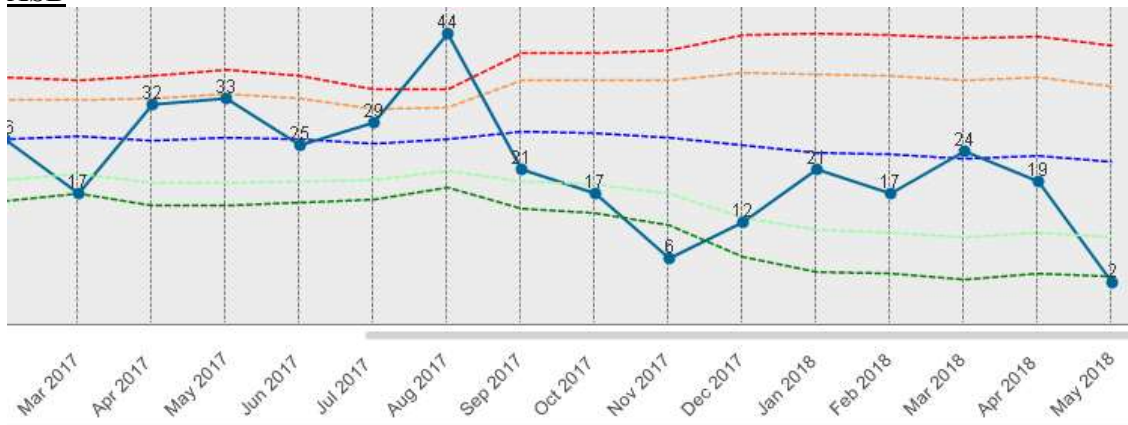


**April 2018**

42 crimes recorded in April 2018 which is higher than previous months, however, anticipated given the annual rise in crime that the section experiences from March-September.

Month	Burry Port	Pembrey	Total
May 2018		5	10
Apr 2018	27	15	42
Mar 2018	17	18	35
Feb 2018	14	6	20
Jan 2018	22	9	31
Dec 2017	18	18	36
Nov 2017	17	7	24
Oct 2017	20	11	31
Sep 2017	20	19	39
Aug 2017	30	12	42
Jul 2017	23	23	46
Jun 2017	27	14	41
May 2017	30	15	45
Apr 2017	46	7	53
Mar 2017	33	7	40

### **ASB**



As can be seen, 19 ASB incidents throughout April in the Burry Port and Pembrey area. As with crime, a rise is expected throughout the spring and summer months, however, we are currently managing a number of local youths via Community Protection Notices (CPN's). These youths have caused a large amount of ASB in the town, however, initial findings seem to indicate the youth related ASB is reducing in the town.

### **Actions From Last Meeting**

NA

Members were invited to ask questions or raise any concerns they had.

Members raised concerns that parking restrictions on Station Rd were not being adhered to and noted that the “doctor” car parking space markings were still showing despite the surgery being closed. PCSO Sarah Louise-Davies responded that the police had limited powers on parking issues and agreed with the suggested advice that it was a matter for County Councillors to raise with the Highways Department.

Members raised concerns at speeding motorists on Trem-y-Mynydd and noted that the complaints had been passed on the Dyfed-Powys Police and the matter was on the agenda for the next PACT meeting.

PCSO Sarah Louise-Davies added that if residents had concerns regarding speeding, it is possible to approach the local team as they are able to put out traffic monitoring strips to start the investigation.

The PCSO was thanked for her report and time.

**4. To confirm the minutes of the Ordinary meeting held on Wednesday 18<sup>th</sup> April 2018**

Cllr Stephen James **PROPOSED** that the minutes be accepted as an accurate record of the meeting, seconded by Cllr Michael Theodoulou.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** for the minutes of the meeting of Wednesday 18<sup>th</sup> April be accepted as an accurate record of the meeting.

**ACTION: OFFICE**

**5. 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 30<sup>th</sup> April 2018 :-

	<b>Balance at bank</b>
	<b>£</b>
Business Instant Access account	359,916.08
Community Account	13,233.29
Imprest account	21,793.48
	<b>£394,942.85</b>

**2. Schedule of accounts paid**

The following accounts have been paid from 1st to 31<sup>st</sup> March 2018

Supplier	Details	R e f	Cost ex Vat £	VAT	Total cost
Currys PC World	Admin - Stationery	1	15.97	3.19	19.16
G E Thomas	Pembrey Hall - Oil	3	295.00	14.75	309.75
Consortium	Institute - Cleaning materials	3	8.27	1.65	9.92
Consortium	Halls - Cleaning materials	3	182.88	36.58	219.46
Toppers	Toilets - consumerables	3	72.84	14.57	87.41
British Gas	BP Memorial Hall - Heating	3	1,437.50	287.50	1,725.00
SWALEC	Mugga - Electricity	3	553.48	110.69	664.17
Steven Chilvers	Admin - Web hosting	1	123.00	0.00	123.00
Pembrey Mountain Trust	Special - Community Grant	9	1,000.00	0.00	1,000.00
Currys	OAP - Equipment	3	83.33	16.67	100.00
Consortium	Institute - Cleaning materials	3	5.46	1.09	6.55
Celtic Flag Services	Institute - Equipment	3	76.50	15.30	91.80
Llanelli Town Council	Mayor - Donations	9	25.00	0.00	25.00
Castell Howell	Special - Cawl Cennin	9	214.51	16.77	231.28
Dementia Carers Support Group	Special - Community Grant	9	500.00	0.00	500.00

BT	Admin - Telephones	1	212.35	42.47	254.82
G E Thomas	Pembrey Hall - Oil	3	599.90	30.00	629.90
Finishing Touches Cleaning Ltd	BP Memorial Hall - Cleaning/laundry	3	10.62	2.13	12.75
Biffa	Cemetery - Waste disposal	4	121.88	24.38	146.26
Biffa	BP Hall - Waste Disposal	3	104.00	20.80	124.80
Excel Electrics	Special - Christmas Lighting	9	1,497.40	299.48	1,796.88
Leigh Reynolds	BP Hall - Maintenance	3	80.00	0.00	80.00
Toppers	Cemetery - PPE Equipment	4	119.84	23.97	143.81
Lyreco	Admin - Stationery	1	8.54	1.71	10.25
Consortium	Institute - Cleaning materials	3	1.00	0.20	1.20
Greenwell Power Tools	Cemetery - equipment maintenance	4	54.92	10.99	65.91
Trade UK	Pembrey Hall - Equipment	3	24.99	5.01	30.00
Trade UK	Cemetery - Equipment	4	30.00	6.00	36.00
Travis Perkins	Cemetery - maintenance	4	168.44	33.69	202.13
Travis Perkins	Cemetery - maintenance	4	47.92	9.58	57.50
Travis Perkins	Cemetery - maintenance	4	34.40	6.88	41.28
British Gas	Hall - electricity	3	1,279.26	175.30	1,454.56
British Telecom	Admin - Telephone	1	20.00	4.00	24.00
British Gas	BP Memorial Hall - Heating	3	523.07	104.61	627.68
Llanelli Rural Council	Mayor - Donations	9	25.00	0.00	25.00
Chivers Corner Garage	Cemetery - Vehicle costs	4	84.86	16.97	101.83
Consortium	Institute - Cleaning materials	3	5.42	1.08	6.50
Consortium	Pembrey Hall - Cleaning materials	3	84.22	16.85	101.07
Consortium	Toilet - Cleaning materials	3	107.51	21.51	129.02
Xerox Finance	Admin - Photocopier	1	66.83	13.37	80.20
Walker Fire (UK) Ltd	Pembrey Hall - Maintenance	3	63.80	12.76	76.56
Walker Fire (UK) Ltd	Burry Port Memorial Hall - Maintenance	3	127.50	25.50	153.00
Crane Aid Service Company Ltd	Institute - Maintenance	3	260.00	52.00	312.00
Cathedral Leasing Limited	Burry Port Halls - Maintenance	3	64.98	13.00	77.98
Dyfed Alarms	Burry Port Memorial Hall - Maintenance	3	75.00	15.00	90.00
Trade UK	Cemetery - Maintenance	4	44.19	8.85	53.04
Excel Electrics	Burry Port Memorial Hall - Maintenance	3	63.00	12.60	75.60
One Voice Wales	Civic - IVW Awards Ceremony	9	250.00	0.00	250.00
Action Surveillance	Pembrey Hall - Maintenance	3	100.00	20.00	120.00
B&Q	Cemetery - Maintenance	4	46.64	9.34	55.98
B&Q	Cemetery - Maintenance	4	17.22	3.44	20.66
British Gas	Pembrey Hall - Electricity	3	106.69	5.33	112.02
Welsh Water	Cemetery - Water Charges (18-19 Charges)	4	412.15	0.00	412.15

Carmarthenshire County Council	Footways Lighting Charge	9	8,874.48	1,774.90	10,649.38
Travis Perkins	Cemetery - maintenance	4	7.60	1.52	9.12
Consortium	Toilets - cleaning materials	3	16.83	3.37	20.20
Consortium	BP Memorial Hall - Cleaning materials	3	25.26	5.06	30.32
DD Plumbers	Burry Port Memorial Hall - Maintenance	3	100.00	20.00	120.00
Travis Perkins	Pembrey Hall - Maintenance	3	86.59	17.32	103.91
Post Office Counters	Cemetery - Vehicle costs (18-19 Charges)	4	240.00	0.00	240.00
Big Cloud IT	Admin - IT costs	1	65.00		65.00
Big Cloud IT	Admin - IT costs	1	97.50		97.50
Big Cloud IT	Admin - IT costs	1	130.00		130.00
Big Cloud IT	Admin - IT costs	1	90.00		90.00
Big Cloud IT	Admin - IT costs	1	90.00		90.00
BT	Admin - Telephones	1	205.13	41.02	246.15
Plusnet	Admin - IT costs	1	17.00	3.40	20.40
Plusnet	Admin - IT costs	1	25.00	5.00	30.00
Lloyds Bank	Service Charges	1	5.00		5.00
Plusnet	Admin - IT costs	1	15.50	3.10	18.60
			21628.17	3442.25	25070.42

### 3. Petty Cash

Payments made from 1st to 31st March 2018

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Romero - keys		1	9.90		9.90
Timpsons		9	17.00		17.00
Burry Bargain - padlock		9	3.99		3.99
Burry Bargain - padlock		1	3.90		3.90
Total payments made from petty cash			£34.79	£0.00	£34.79

The RFO gave members a quick run-through of the report. He highlighted that the precept payment had been received and was shown in the bank balances. He highlighted some notable expenditures including for electricity at the MUGA which was a new expense, and the footway lighting which was a very large sum. He added that the IT costs had increased because the initial agreement had changed.

#### Finance

The RFO stated that the payments which came under Telephones, Subs. and general expenses would be broken down in future reports for the 2018/19 financial year, and for the end of year report. He added that the bill for the election in 2017 had been received in March also.

He stated that the budget was on target.

## Facilities Management

In relation to income the RFO highlighted that the expected grants and SLA's had been received. He noted that the income on facilities hire and at the cemetery was high and added that figures for March were yet to be shown.

In relation to expenditure the RFO stated that it was overall within budget. He clarified that any slight overspend would be dealt with through virement, highlighting the available £8000 budgeted for loan repayment which was not needed as the loan had not been taken out yet.

There were no exceptional items to highlight other than what had been discussed at previous meetings.

## Civic Governance and Personnel

The RFO stated that there were no issues of concern to raise, noting that there was no potential for overspend.

## Regeneration and Community Services

The RFO highlighted the corrections related to the Wales in Bloom budget had been made and the virements reversed. He added that the committee would be within budget at the end of year.

The overall budget was currently shown at 85% but he expected it to show 91% by end of year.

Members commented that given the financial impacts felt in this year it was an exceptional report.

Cllr Stephen James **PROPOSED** that the report be accepted seconded by Cllr David Owens.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the report be accepted.

## **6. To receive and note the minutes of the Finance Committee meeting held on Thursday 12<sup>th</sup> April**

The RFO stated that the last meeting of the Finance Committee had not been quorate and that these minutes hadn't been approved.

Cllr Stephen James **PROPOSED** that the minutes be noted but that they would need approval at the next Committee meeting, seconded by Cllr Peter Freeman.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the minutes were noted.

## **7. To consider the report of the Technical Services Officer**

Members noted the report without comment but felt that there may be issues with the report containing names of deceased individuals and requested that copies of the report be collected in and shredded.

**8. To receive and note the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 4<sup>th</sup> April 2018**

The minutes of the meeting held on Wednesday 4<sup>th</sup> April had been circulated with the agenda in advance of the Ordinary meeting.

Cllr Mrs Pam Every wished it noted that she had submitted her apologies for not being able to attend, but that the minutes did not show it.

Cllr Stephen James **PROPOSED** that the minutes be noted, seconded by Cllr Peter Freeman.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the minutes were noted.

**9. To receive and note the minutes of the Facilities Management Committee meeting held on Thursday 5<sup>th</sup> April 2018**

The minutes of the meeting held on Thursday 4<sup>th</sup> April 2018 had been circulated with the agenda in advance of the Ordinary meeting.

Cllr Michael Theodoulou informed members that the technical handover of the transferred assets had taken place last week, as part of which major works had been undertaken and completed by Carmarthenshire County Council in Burry Port Memorial Park to alleviate flooding.

He continued that all of the play equipment was being independently assessed with any high or medium risk equipment to be removed by Carmarthenshire County Council. Any grassed areas had now been cut.

There was a detailed assessment of the workload and the required equipment being done and that at present there was no intention for any of the additional work to be contracted out and that the Council had made no decisions regarding the parks and how they would be utilised.

Members discussed whether the burials charges had been addressed by the Burials Sub-Committee yet, but were informed that the Sub-Committee had yet to meet.

Cllr Stephen James **PROPOSED** that the minutes be noted, seconded by Cllr Peter Freeman.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the minutes were noted.

**10. To consider the following planning applications.**

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/37134	Mr S Lewis 1 Cwm Bychan Burry Port	Reinstatement of cottage
S/37143	DD Plumbers Ltd Zion Chapel (Vestry) Burry Port	Change of use from disused chapel vestry to commercial offices

S/37172	Jamie Kelly 5 Heol y Llan Burry Port	Detached single storey motorcycle storage and garden store
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Cllr Pam Every as Chair of the Sub-Committee reported their recommendations as follows:

- S/37134 – Members felt that the building was not suitable for living in and had recommended the application be refused.
- S/37143 – Members raised no objections and recommended the application be approved.
- S/37172 – Members raised no objections, and provided the development did not impact negatively on neighbours, recommended the application be approved.

In addition to the above applications, the following had been received after the Ordinary meeting agenda had been distributed

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/37213	Pembrey country park Factory road Pembrey Llanelli SA16 0EJ	Proposal to install a 15m lattice tower to fit microwave antenna equipment to receive and distribute internet to key areas around Pembrey Country Park
S/35324 Appeal notification letter 1259	Land adjacent to Brynheulog The Graig Burry Port Llanelli SA16 0DP	Detached dwellinghouse
S/37226	Bryn Illtyd Residential Home Mountain Road Pembrey Burry Port SA16 0AJ	Variation of condition 1 on S/26794 (extension of time)
SNN/00650	N/A	New Street / Road Name for unnamed road, leading to new school, Ysgol Parc Y Tywyn, Burry Port

- S/37213 – Members raised no objections and recommended the application be approved.
- S/35324 – Members had no further comments to add to those originally made.
- S/37226 – Members raised no objections and recommended the application be approved.
- SNN/00650 – The proposed name put forward by the developer is “Rhodfa’r Bardd”. Members expressed concerns that “Rhodfa’r” could perhaps be a difficult Welsh word for non-Welsh speakers to use and wished the whole Council to decide on which of the following suggestions they would like to submit: “Heol”, “Stryd” or “Maes”.

The assembled Councillors discussed the options, noting that the “Bardd” element referred to a famous local Bard and the previous suggestion had been his name, however personal names were no longer allowed when naming roads.

After discussion, Cllr Peter Freeman **PROPOSED** “Heol y Bardd” be the recommendation and for the Sub-Committees recommendations to be accepted, seconded by Cllr John Hedley Jones.



In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the recommendations be accepted.

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

Cllr Hugh Shepardson reported that the new cycle circuit track would be opening in Pembrey Country Park on the 25<sup>th</sup> of June.

**12. to report on the resignation of Cllr Geraint Davies**

The RFO as the acting Proper Officer informed members that the letter had been received from Cllr Geraint Davies and that he had spoken to Amanda Bebb about the procedure. He had contacted them officially to give them notice of the vacancy, and an advert of that notice would be made public. If anyone wished to stand they needed to collect 10 signatures to call the election, however should 10 signatures not be got then co-option was possible. He advised that the advert would be made public on Monday May 21<sup>st</sup> 2018.

Members discussed whether it were possible to ask Cllr Geraint Davies to reconsider but were informed that he had been asked and that it was too late now regardless.

**13. Consideration of arrangements for the "drop-in session" to be held on Thursday 24<sup>th</sup> May 2018 2pm – 5pm**

Members discussed that the session was being organised at the request of the Welsh Government to assess the public's opinion of what should and what shouldn't their Community and Town Councils' be doing. It was noted that the current plans for reorganisation at the County level would result in many fewer County Councils and that this would likely mean more responsibilities being handed to Town and Community Councils. Members also noted that website and social media promotions had been put out as well as the usual posters and notices. All Councillors were asked to attend to help make it successful.

**14. Consideration of recording of Town Council meetings**

Members were informed that the Chairs Committee had started researching and that the equipment could cost between £75 and £2000 to do the recording. The Committee was in contact with other Town Council's as part of a fact-finding process but there was still much work to do. The Chairs would report back once they had more.

**15. Consideration of the appointment of a Data Protection Officer (DPO)**

Members were informed that since setting this item on the agenda, it was understood that the UK Parliament had exempted Town and Community Councils from making this appointment if they didn't feel it necessary. It was noted that with the current staffing situation there would likely be a lot of work relating to GDPR to do and that this should be the focus for now. There was to be a staff tutorial on GDPR taking place on 25<sup>th</sup> May and all were welcome to attend.

**16. Consideration of quotations received for Dolau Fan Cemetery for tarmac (referral from Finance Committee meeting 09/05/18)**

Cllr David Owens clarified that because the previous Finance Committee meeting was not quorate, a decision could not be made and so it had been referred to the next Town Council meeting.

The RFO gave details of the costs, and stated that 4 quotes had been received. He recommended that the Council go for the lowest quote which happened to come from a local company regardless. He reminded members that he was restricted in what elements he could discuss as it was not an in-camera session.

Cllr Stephen James **PROPOSED** for the recommended quote to be accepted, seconded by Cllr David Owens.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the recommendation be accepted and the lowest quote be chosen.

#### **17. Consideration and approval of membership of One Voice Wales**

Members briefly discussed the benefits they had received from membership, noting the excellent advice on some difficult matters.

Cllr David Owens **PROPOSED** that membership of One Voice Wales be renewed, seconded by Cllr Mrs Pam Every.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the membership be renewed.

#### **18. Consideration of motions for the One Voice Wales AGM**

Members were informed that none had been received.

#### **19. Consideration of the implementation of individual Councillor email addresses**

Members discussed that the recommendation had been made in previous Facilities management meetings and that it was increasingly apparent that data protection laws would strongly support the creation of individual Councillor email addresses, as the data they were receiving needed to be secure and private. The costs couldn't be discussed in detail and had been discussed previously but members were informed that they were not prohibitive.

Cllr Michael Theodoulou **PROPOSED** that individual Councillor email addresses be approved and set up, seconded by Cllr Stephen James.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the email accounts be set up.

#### **20. Update on town wi fi project**

Cllr Robert John informed members that he had met with representatives of Antur Teifi, and that the lead officer had recently left, and while their replacement was becoming accustomed to the project he hadn't pressed much yet.

They had requested that a public meeting and a business community meeting be set up. There would be more to report once this had been set up.

**21. To receive reports by elected members as Council Representatives on outside bodies**

Cllr Michael Theodoulou informed members that he sits on the Health Board Stakeholder advisory group. He stated that in relation to the recent consultation on the proposed restructuring of the service, they had secured a number of additional dates to extend the consultation period. He urged anyone with concerns to attend and to make their views known.

**22. To consider communications received**

Cllr Stephen James **PROPOSED** that as all of the communication had been circulated in advance, provided there were no updates, they be noted and accepted, seconded by Cllr David Owens.

In the ensuing vote 9 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the received communications be noted.

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:

Ed Davies and Shan Loudon left the meeting at 8.05pm.