

**Pembrey and Burry Port Town Council**

**Monthly Meeting**

**Wednesday 20<sup>th</sup> June 2018**

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

**Councillors Mrs Pam Every, Mrs Amanda Fox, Peter Freeman, John James, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell, David Owens, Michael Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman**

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

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

**(Memorial Hall 7.06pm – 8.25pm)**

**23. Opening Prayer**

The opening prayer was given by Rev. Nicholas Jones

**24. To receive apologies for absence**

Before proceedings continued Cllr Robert John made a personal plea for all Councillors to work together in this, and future meetings.

Apologies had been received from Cllrs Mrs Karen Francis-Morris, Mrs Linda Edwards, Hugh Shepardson and Stephen James.

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

No interests were declared other than those previously declared

**26. Police Business**

No Officers were present at the meeting and due to clerical error copies of the report had not been brought to the meeting. The report would be emailed to all members, following the meeting.

**ACTION: OFFICE**

Members were informed that the CCTV footage of a recent incident in the Memorial Gardens had been shared with the police but that no further updates had been received.

**27. To confirm the minutes of the Annual meeting held on Wednesday 16<sup>th</sup> May 2018**

**P7(11) – review and appointment of Standing Committees**

A correction was needed in reference to the Audit Sub-Committee to read as follows:

“The Audit Sub-Committee membership would be set by the Town Council and would meet as and when it was needed.”

Cllr David Owens **PROPOSED** that provided the correction was made, that the minutes be accepted as an accurate record of the meeting, seconded by Cllr Peter Freeman.

In the ensuing vote 10 voted in favour, with 3 abstentions and 0 against. It was therefore **RESOLVED** for the minutes of the Annual meeting of Wednesday 16<sup>th</sup> May be accepted as an accurate record of the meeting

**ACTION: OFFICE**

**28. To confirm the minutes of the Ordinary meeting held on Wednesday 16<sup>th</sup> May 2018**

Members were informed that there was an error in the page numbering, which would need correction.

Cllr Michael Theodoulou **PROPOSED** that provided the correction was made, that the minutes be accepted as an accurate record of the meeting, seconded by Cllr David Owens.

In the ensuing vote 7 voted in favour, with 6 abstentions and 0 against. It was therefore **RESOLVED** for the minutes of the Ordinary meeting of Wednesday 16<sup>th</sup> May be accepted as an accurate record of the meeting

**29. To consider the report of the Technical Services Officer**

Members noted that grass-cutting was listed in the report but not present elsewhere on the agenda and proceeded to discuss recent concerns raised by the community about grass-cutting. It was stated that a number of factors had led to delays in the completion of grass-cutting at the Cemetery which had resulted in complaints from Cemetery users.

Additionally, complaints had been received about the length of the grass in the Memorial Park. Members were informed that the problems had arisen due to difficulties in coordination of the work between all of the stakeholders, this was being remedied via meetings and would likely result in the Town Council having to undertake more work than had been anticipated. As a result the Council would need to look to appoint an additional, seasonal member of staff dedicated to park maintenance, with the hope of raising the standards and assisting with the voluntary clubs if and when they struggled with their responsibilities.

Further to this, the Maintenance Team had submitted a required equipment list to undertake the full range of tasks expected of them with all of the newly transferred assets. A rough pricing indicated a budget of £9,500 would be required on the following items:

- A larger sit-on-mower
- A larger trailer to move it around.
- A heavy duty strimmer.

Members were informed that the sum received by the Town Council from the County Council for maintaining the newly transferred assets would adequately cover the new equipment needed and the appointment of a seasonal member of staff.

Cllr Michael Theodoulou **PROPOSED** that the asset transfer grant be used to hire an additional seasonal member of staff to help maintain Burry Port Memorial Park, and to purchase the additional equipment requested by the Maintenance Team, seconded by Cllr David Owens.

In the following discussion members expressed their support for the suggested solutions.

The Acting Proper Officer informed members that arrangements had been made for a “courtesy cut” to be undertaken by County Council staff on the long grass in the Memorial Park later in a few days hence.

Members also discussed the ongoing effort towards mediation between Councillors. The Acting Proper Officer informed members that following the previous Town Council meeting he had written to all parties concerned regarding mediation and that all were agreed on the course of action. He was in contact with the relevant authorities on the matter and would keep everyone up to date on developments.

Returning to the issue of an additional seasonal member of staff, members discussed other options including contracting the work out, which was felt to be more expensive and less flexible than was required.

Cllr Mrs Mary Wenman put forward an **AMENDMENT** to the proposal for the additional seasonal worker post be reviewed 6 months after appointment to assess whether the post needed to be kept as seasonal or made permanent, seconded by Cllr Peter Freeman.

In response to a query the RFO confirmed that a breakdown of the final figures would be shared with members but that he believed the available money from the asset transfer was just under £19,000.

Members voted on the amendment first. In the ensuing vote 13 voted in favour, with 0 abstentions and 0 against. It was therefore **RESOLVED** that the Council look to hire an additional seasonal member of staff to help maintain Burry Port Memorial Park, and for the post to be reviewed 6 months after appointment to assess whether it should be kept as a seasonal post or be made annual, and to purchase the additional equipment requested by the Maintenance Team.

**ACTION: OFFICE**

Members discussed the repair and maintenance of the equipment in the Toddler Park as there were concerns about the safety. They were informed that the County Council had agreed to carry out monthly inspections to advise on actions, and that the report was expected soon. The Chair of the Facilities and Assets Committee and the two County representatives were asked to exert pressure for the reports to be provided soon.

### **30. To receive and note the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 2<sup>nd</sup> May 2018**

The minutes of the meeting held on Wednesday 2<sup>nd</sup> May had been circulated with the agenda in advance of the Ordinary meeting.

Members were informed that a request from the Royal British Legion was being honoured for there to be no expansion of the stakeholder group for organising this years remembrance event. It was clarified that only Cllrs Robert John and Mrs Lisa Mitchell were the only members who

attended and that their role was to support the RBL in their preparations rather than leading the meeting.

Cllrs Robert John and Mrs Lisa Mitchell were asked to provide a report of future meetings to the Council to keep members informed on matters.

Members requested that the School Transport response letter be sent urgently.

**ACTION: OFFICE**

**31. To receive and note the minutes of the Facilities Management Committee meeting held on Wednesday 2<sup>nd</sup> May 2018**

The minutes of the meeting held on Wednesday 2<sup>nd</sup> May 2018 had been circulated with the agenda in advance of the Ordinary meeting.

Members were informed that there would be a small gathering on either the 9<sup>th</sup> or 10<sup>th</sup> July to officially open the Jean Hire Memorial Seat. Members expressed no preference for either date and indicated the choice should be the families, it was however suggested that the family be invited back to the Memorial Hall for tea and coffee and for a press release to be sent out after the event.

**ACTION: OFFICE**

The Council was informed that the next Burials Sub-Committee meeting would look at the previously commissioned report to assess the workings of the Cemetery, for any information it may have on making improvements to the way the system worked at present.

There was a brief discussion that there was a lot of work to do in relation to the Cemetery, particularly as the Council continued to have two key members of staff off work with long term illness.

Members discussed whether or not the deep clean of Pembrey Hall had taken place and what was in place to keep it clean. They were informed that costs were currently being compared between keeping the cleaning of the facility “in-house” and contracting the work out. Work was also being done to set up a new sub-committee that would be tasked with monitoring the standards to ensure they remained high but this would take time given the current working conditions. Members expressed their gratitude in recognition of the additional effort being made by all staff to meet the additional workload being asked of them.

There was a discussion on the amount being spent on cleaning materials. Concerns were raised that it was very high even if it covered all facilities. Members requested a report from the RFO on the matter for the next meeting.

**ACTION: RFO**

There followed a brief discussion of the unpaid charge for use of Council Facilities by the Friends of Burry Port Memorial Park.

Cllr Mrs Mary Wenman declared an interest as she was a member of the group.

The three options given were restated;

- To pay the invoice
- Submit for a grant

- Make the group a part of the Town Council

Members noted that the Council could not offer to waive the charge as this was not allowed by the financial regulations. The RFO clarified that the group had previously been successful in applying for grants but that there had been 3 occasions when it had not.

**32. 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/37266	Mrs Hayley Whayman Land at Parc Gwledig Pembrey	Variation of planning condition 1 on S/35264 (eighteen month siting to be extended for an additional year)
S/37276	IRG Computers Ltd Car par 4 Pembrey Country Park	Installation of a 10m wooden pole to act as a relay point to distribute wireless internet to the current park offices and proposed ANPR payment machines
S/37300	Lloyds Bank TSB 25 Station Road Burry Port	Change of use from A2 to A1, new stop front window and signage. Conversion of first floor to two self contained flats.
S/37309	IRG Computers Ltd Car par 4 Pembrey Country Park	Installation of a 10m wooden pole to act as a relay point to distribute wireless internet to the proposed ANPR payment machines and CCTV required for the new barrier entrance.
S/37343	Carmarthenshire County Council Ski Pembrey Pembrey Country Park	Proposal to re site existing steel lockable container and to site one new steel lockable container.
S/37354	Mr Liam Jordan 24 Seaview Terrace Burry Port	Demolition of existing outbuildings and construction of single storey rear extension.
S/37352	Neil Pigdon Pembrey and Burry Port Town Council Play area off Derwydd Road	Childrens' play area. It will enhance the area and encourage the public open space to be used. The area contains a ship theme play area, a zip wire, swings and an outdoor activity area.

Cllr Pam Every as Chair of the Sub-Committee reported their recommendations as follows:

- S/37266 – Members raised no objections and recommended the application be approved.
- S/37276 – Members noted the application.
- S/37300 – Members raised no objections and recommended the application be approved.
- S/37309 – Members noted the application.
- S/37343 – Members noted the application.
- S/37354 – Members raised no objections and recommended the application be approved.
- S/37352 – Members noted the application.

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

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
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S/37412	Richard Stradling Pembrey Country Park Factory Road Pembrey Llanelli SA16 0EJ	Proposal to site two lockable steel shipping containers for the storage of bicycles and associated equipment on the site of the new closed road cycle facility
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Cllr Mrs Shirley Matthews, as one of the County representatives for Pembrey was asked if she had any further information. She informed members that she understood the containers needed to be relocated and the hope was that it would be to a discreet location.

Cllr Mrs Moira Thomas **PROPOSED** that provided the new location be suitable the application be supported, seconded by Cllr John Hedley Jones.

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

Cllr Mrs Shirley Matthews reported that the Grand Depart of Stage 1 of the Tour of Britain would take place in Pembrey Country Park on 2<sup>nd</sup> September. There would be some meetings on it shortly and that the event was expected to be very high profile.

There followed a discussion where it was noted that the Council had been approached by Pembrey and Burry Port Cycle Club to work collaboratively on this event and had already secured a tent in the Country Park during the event shared with the Cycle Club to promote the town. A meeting had been arranged with Ian Jones (Carmarthenshire County Council Lead Officer on the Tour of Britain Steering Group), members of the Cycle Club and the Town Council. It was noted that a meeting would be required with the business community to raise their awareness of it and to highlight the potential it provided and that the Council would need to set a budget for it also. It was mooted that this was an opportunity to meet with the business community on the Wi-fi Towns initiative also.

Cllr Mrs Shirley Matthews continued that the Wi-fi towers in Pembrey Country Park were also in progress. She added that it would be best to meet with the County Council on the Tour of Britain preparations first before working with the public or businesses.

Members discussed how much of an opportunity this event presented to the community. Some queried how the roads would be affected during such a large event, the RFO responded that he understood the plan would include rolling road blocks and that there would be little effect on other road users on the day. Ideas for ways to promote the town etc were discussed briefly and it was noted that many ideas were also coming forward from the Cycle club.

Cllr John James reported that Ysgol Parc y Tywyn would be opening on its new site on July 9<sup>th</sup> with an open day on the 7<sup>th</sup>. He also reported that the County Council had been approached by Network Rail with an idea to put a rail depot in the area and that new housing groups were being organised by the County Council to provide affordable housing and more.

Cllr Mrs Amanda Fox reported that she had attended a site meeting with the emergency services following an incident on Williams Terrace where an emergency vehicle had been prevented from attending a scene due to parked cars blocking the route. Efforts were being made to prevent this from happening again. She also notified members that the road marking on Station Road outside of the former Harbour View Surgery were going to be removed and changes to be made to the parking regulations so that 30 minutes was the maximum for all users with enforcement officers to work in the area too.

In response to a query Cllr Mrs Amanda Fox stated that the harbour side toilets had had to be locked due to the theft of a cistern tank. In response to a further query she confirmed that the piece of grass opposite Seaview Terrace was being scheduled to be cut again soon.

There was a query related to the parking of motor home on the east harbour car park but the County members replied that although the matter was being looked at, they were unable to comment.

**34. To consider holding a public meeting in connection with wifi initiative and the Tour of Britain event at Pembrey Country Park on 2<sup>nd</sup> September 2018.**

Members noted that this item had been addressed previously.

**35. GDPR update.**

Cllr Robert John instructed members to read, sign and return to the office, the GDPR notice that they had received with their papers.

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

Cllr Michael Theodoulou stated that as a member of the Health Board Stakeholder Group he had brought copies of the information packs and questionnaires related to the proposed changes to the structure of Hywel Dda Health Board. These would be available from the office.

Cllr John James added that he felt it important for people to fill in the forms to have their voices heard. He suggested that people look at the discussions and options put forward by SOSPPAN.

All members echoed their belief that people should make sure their voices were heard on this important matter and urged them to take part. With that in mind they asked that a link be added to the Town Council website to facilitate the public to do so.

**37. To consider communications received**

All communications had been shared previously and members noted their receipt.

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 8.25pm