

Pembrey and Burry Port Town Council

Monthly Meeting

Wednesday 18th July 2018

Present: Councillor Robert John (Mayor)

Councillors Richard Adler, Mrs Linda Edwards, Mrs Pam Every, Mrs Amanda Fox, Peter Freeman, John James, Stephen James, John Hedley Jones, Mrs Lisa Mitchell, Mrs Karen Francis-Morris, David Owens, Hugh Shepardson, 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 7.00pm – 8.40pm)

Prior to the meeting starting Cllr Robert John introduced and welcomed Cllr Richard Adler, with the sentiments echoed by all the Councillors present.

Cllr Mrs Lisa Mitchell arrived at 7.03pm

Cllr Robert John informed members that in relation to mediation efforts he and Cllr John James had met with each other and had found common ground for all concerned and that positive steps were being taken.

38. Opening Prayer

The opening prayer was given by Rev. Nicholas Jones

39. To receive apologies for absence

Apologies had been received from Cllr Mrs Shirley Matthews.

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

No interests were declared other than those previously declared.

The Acting Proper Officer clarified for members that there was one document that members had to fill in at the start of the year and another for additional interests at particular meetings.

41. To consider Police Business if any

No Officers were present at the meeting and no report had been received.

42. To confirm the minutes of the Ordinary meeting held on Wednesday 20th June 2018

The minutes of the meeting held on Wednesday 20th June 2018 had been circulated with the agenda in advance of the Ordinary meeting.

The following changes were requested:

P11 (29) – the correct spelling of “courtesy” should be used.

P11 (29) – in relation to the creation of a new post, the amendment should read

“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.”

P14 (33) – “Willows Terrace” should be changed to “Williams Terrace”

It was noted that there were a number of matters arising from the minutes of that needed addressing that were not on the agenda for this meeting.

P9 (26) – re: CCTV provision

It was queried as to why Llanelli had been provided with 17 new CCTV cameras by Dyfed Powys Police with none scheduled for Burry Port. It was understood by some members that the opportunity to apply for additional CCTV coverage from Dyfed Powys Police was still open while others believed the Council had been advised to wait to be approached for assessment.

Cllr Mrs Mary Wenman **PROPOSED** that the Council approach the relevant persons to enquire about the situation, seconded by Cllr Mrs Moira Thomas.

ACTION: OFFICE

P10 (27) – re: Audit Sub-Committee

It was queried as to whether or not training would be provided for those chosen to sit on the Audit Sub-Committee and members were informed that progress had been made in populating all of the sub-committees and that once they were all in place opportunities for training could be sought.

P13 (32) – re: harbourside play area planning permission

Cllr Michael Theodoulou reported to the Council that before the asset can be transferred, and therefore the planning application also, the Asset Management team at Carmarthenshire County Council need confirmation from the Town Council that it accepts the heads of agreement. Members were assured they were very standard and similar to what have been signed for before in relation to other asset transfers between the County Council and Town Council. He suggested that the Council should ask the Acting Proper Officer to reply with its acceptance.

Cllr Stephen James **PROPOSED** that on the recommendation just made, the Acting Proper Officer be instructed to indicate to the Asset Management team that the Council accepts the heads of agreement, seconded by Cllr David Owens.

In the ensuing vote 17 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the Acting Proper Officer carry out that instruction.

ACTION: RFO

Cllr Michael Theodoulou continued to report that it had become apparent that a flood risk assessment was required to be undertaken for the planned play area that needed to be paid for,

however when setting the budget it had not been known. The estimated cost was £1500 and he reminded members it was a requirement.

It was confirmed that a site specific survey was required and that it could not be assessed based on adjacent development assessments. Members discussed whether the requirement could be challenged, but others stated that any delays to the planning process would further delay the delivery of the play area. Members were informed that there had been some local objection to the proposed development, whose resolution would also cause delay regardless.

Cllr Stephen James **PROPOSED** that the commissioning of the flood risk assessment be approved, seconded by Cllr David Owens.

In the ensuing vote 16 voted in favour, with 1 abstention and 0 against. It was therefore **AGREED** that the assessment be commissioned.

It was clarified that the cost had been found out by the play area contractor and that as a result it was not necessary to seek 3 tenders in this instance.

P14 (11) – re: Tour of Britain

As a result of a meeting with the Pembrey and Burry Port Cycle Club it had become apparent that the £1500 budget approved by the Regeneration and Wellbeing Committee for the event might not be sufficient and that more detailed pricing had indicated £2000 would be necessary. The matter was urgent as the next meeting of the Committee would fall after the event had passed.

Members were informed that the costs covered T-shirts, cut out bikes for promotion, banners, marquee hire and event costs. Many expressed a desire to support the event as it was a one off and a great chance to promote the town and area.

Cllr Robert John **MOTIONED** from the Chair for the increase to be accepted, seconded by Cllr Stephen James.

In the ensuing vote 17 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the Tour of Britain budget would be increased to £2000.

43. To consider the report of the Responsible Finance Officer

The RFO provided members with copies of the financial report (Please see appendix 1):

The RFO verbally stated the bank balances to the meeting.

In relation to the schedule of accounts paid the RFO reminded members that as these accounts covered April and June there would be items that may appear to be duplicates, but that they reflected monthly payments.

The RFO highlighted the following:

- The insurance payment to Zurich which was slightly lower than previously due to a loyalty discount.
- The large payment to Carmarthenshire County Council had been paid upfront for the whole year.

- The Bowls Club maintenance had been funded out of the budget for maintenance agreed to and set by the Facilities and Assets Committee. This money was paid as a grant to the Bowls Club to undertake the works. The Club had also agreed to pass on the money from their membership fees and from any “pay to play” access.

Members were reassured that the issue of the high rates being charged for the empty Copperworks building was being looked into by the RFO and the County Councillors.

The RFO confirmed that the payment of expenses to a former employee were correct as they had been submitted in time but had not been paid due to an error.

The RFO confirmed that enquiries had been made with the Council’s insurer to insure against long term sickness of key members of staff but that it had not been actioned yet, although the insurer was receptive to the idea. The issue would be looked at by the Finance, Governance and Personnel Committee in due course.

The cost of the MUGA electricity bill was very high, previously this was due to a faulty timer on the lighting and Members **AGREED** to refer the matter to the Facilities and Assets Committee.

The RFO stated that financial responsibility for the electricity had only come into effect in the last year and that it would be looked in to as would the matter of income from hire of the MUGA. The detail of these reports would be sent to the Facilities and Assets Committee.

ACTION: FACILITIES AND ASSETS CMTE

44. To receive and note the minutes of the Finance, Governance and Personnel Committee meeting held on Monday 11th June 2018

The minutes of the meeting held on Monday 11th June 2018 had been circulated with the agenda in advance of the Ordinary meeting.

Members noted the minutes.

45. To consider the report of the Technical Services Officer

Members expressed their appreciation for the comprehensive report and for the work undertaken by the maintenance staff. It was agreed that the Caretaker could be asked to assist with cleaning of the MUGA as it amounted to about once a week for the maintenance staff.

Members were informed that in relation to the new Seasonal Worker post, that the advert for the post would be going out soon.

Members agreed to continue to allow staff the flexibility to decide on whether to post or hand deliver mail to members as they were under time pressures at present.

46. To receive and note the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 13th June 2018

The minutes of the meeting held on Wednesday 13th June had been circulated with the agenda in advance of the Ordinary meeting.

Members noted the minutes.

Members requested that Council events not be arranged for the second Tuesday of the month due to a calendar clash.

It was noted that the Songs of Praise event had raised £300 for the Carmarthenshire Liver Fund. There followed a discussion of how the event was organised and clarity was sought over whether or not it was a Council run event or not, and if it should be the responsibility of the Events Sub-Committee. Members **AGREED** for the matter to be referred to the Regeneration and Wellbeing Committee for further discussion.

ACTION: REGENERATION AND WELLBEING CMTE

Cllr Hugh Shepardson reported that at the last meeting of the County Council, the Chair Mansel Charles had reported and congratulated the Town Council on the Amelia Earhart event he had attended.

Members recognised the work and assistance that Mr Les George had put in to marking this anniversary in previous years and for the recent event.

It was noted that through communication with the Community of St John's in Nova Scotia that the same anniversary for Amelia Earhart was commemorated with a 5-day event there and that the Council would need to look at what it did in light of that with its long term planning.

Ed Davies left the meeting at 7.45pm

There was a discussion of clashes in the social calendar for Pembrey and Burry Port as had happened for the weekend of the Amelia Earhart event, and it was agreed that there should be a calendar of events created to reduce the instances of clashes.

Ed Davies returned to the meeting at 7.50pm

47. To receive and note the minutes of the Facilities Management Committee meeting held on Wednesday 6th June 2018

The minutes of the meeting held on Wednesday 6th June 2018 had been circulated with the agenda in advance of the Ordinary meeting.

Members noted the minutes.

There was a discussion about the need for Council events to be organised in a more business-like manner.

48. To consider the following planning applications.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/37443	Carmarthenshire County Council Land to the West of Ysgol Parc y Tywyn	Proposed retention of bund.
S/37442	Mr William Jones 48 Station Road Burry Port	Change of use from butchers to tattoo studio, update shop front, plaster, paint and renew windows and doors.

S/37352	Pembrey and Burry Port Town Council	Childrens play area. It will enhance the area and encourage the public open space to be used. This area contains a ship theme play area, a zip wire, swings and an outdoor activity area.
S/37354	Mr Liam Jordan 24 Seaview Terrace Burry Port	Demolition of existing outbuildings and construction of single storey rear extension.

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

- S/37443 – Members raised no objections and recommended the application be approved, noting that it’s aim was to protect wildlife.
- S/37442 – Members raised no objections and recommended the application be approved.
- S/37352 – no comment was made
- S/37354 – This application had been discussed previously.

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/37526	32 Dolau Fan Road Burry Port SA16 0RE	Remove existing concrete sectional garage and build timber frame extension in place, also carry out hip to gable dormer attic conversion
S/37534	Evans 16 Colby Road, Burry Port, SA16 0PT	Demolish existing single storey extension and re build on the same foot print a two storey extension
S/37535	Mrs Jocelyn Davies 21 Church Road, Burry Port, SA16 0SB	Proposed 2 storey extension to the rear of the existing property

S/37526 – Members discussed the location in detail and provided there were no objections from neighbouring properties, recommended the application be approved.

S/37534 – Provided there were no objections from neighbouring properties Members recommended the application be approved.

S/37535 – Provided there were no objections from neighbouring properties Members recommended the application be approved.

Cllr Stephen James **PROPOSED** that the Council accept the recommendations of the Planning Sub-Committee seconded by Cllr Michael Theodoulou.

In the ensuing vote 17 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the recommendations be accepted and sent to the Planning Authority.

ACTION: OFFICE

49. To consider any County Councillors’ reports

Cllr Hugh Shepardson reported that the new Closed-Circuit Cycle Track in Pembrey Country Park had been officially opened and would be open to the public in August. He added that the plan was for the Tour of Britain cyclists to do a lap of the new track before exiting the park at

the start of the race. He also reported that the planning application for Pembrey school was progressing.

In relation to the Tour of Britain Cllr John James added that there was a push from the County Council to make Carmarthenshire the cycling hub of Wales. He reported that the new building for Ysgol Parc y Tywyn had been opened and that some of the traffic problems were being resolved. He also reported that the Local Development Plan was being reviews with an event on the 30th July having been arranged.

Members were informed that Cllrs Mrs Pam Every and Michael Theodoulou were booked on to attend the LDP review event on 30th July.

In relation to safe routes to school and Ysgol Parc y Tywyn, members were informed that the Highways Department of the County Council was monitoring the pedestrian crossing points at the roundabout on the B4311 adjacent to the new school which linked it to the coastal path. Members felt that the Council needed to monitor the situation and work with the school if needs be.

There followed a discussion of a previous failed bid by Ysgol Glan y Môr to improve the safe route access between Pwll and Burry Port, some felt that the recent success seen in securing new school buildings for the three Primary schools in the area may work against any projects securing funding from the same sources. It was also felt that it would be worth speaking with the Highways Department of the County Council and the Police in relation to lowering the speed limits in affected areas.

Cllr Mrs Amanda Fox reported that the grass cutting was under control with the cuts scheduled. She added that the public conveniences at the harbour had been repaired and would be opening on 19th July. She clarified that the closure had been due to theft rather than vandalism.

Cllr Mrs Karen Francis Morris **PROPOSED** for the Police to be asked to include the public conveniences at the harbour on their rounds, seconded by Cllr Stephen James. Members **AGREED** for an email to be sent to the Police making the request.

ACTION: OFFICE

50. Consideration and adoption of Financial Regulations

Members were informed that the regulations had been updated for this current financial year, but that this item had been missed off of the agenda during the AGM.

Because the Standing Orders required the Financial Regulations be approved during the AGM it would be necessary to suspend the Standing Orders for the remainder of the agenda item.

Cllr Michael Theodoulou **PROPOSED** that the Standing Orders be suspended for the remainder of agenda item 50, seconded by Cllr Stephen James.

In the ensuing vote 16 voted in favour, with 1 abstention and 0 against. It was therefore **AGREED** for the Standing Orders to be temporarily suspended.

Cllr Stephen James **PROPOSED** that the Financial Regulations be approved and adopted, seconded by Cllr Michael Theodoulou.

In the ensuing vote 14 voted in favour, with 3 abstentions and 0 against. It was therefore **AGREED** that the Financial Regulations be adopted.

51. Update on meeting with businesses held on Tuesday 17th July 2018

Members were informed that the meeting had been constructive with some issues having been addressed and a discussion begun to find suitable solutions for all parties. There had been a favourable response from all involved and a further meeting had been arranged for September to gauge the success of the measures decided on as follows:

In relation to the car boot sale:

- Professional traders were being discouraged to reduce the impact on local businesses.
- Parking – signs and diversions were being put up to direct drivers to alternate parking to keep the car park clear for town shoppers.

It was reported that the Carnival Committee had plans to put up a notice board highlighting what shops were in town, the key to the design being that it could be updated as necessary.

It was also reported that the Council was working successfully with Pembrey and Burry Port Cycle Club on the preparations for the Tour of Britain on 2nd September and that it was being used as an opportunity to promote the towns businesses as well as cycling.

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

Cllr Robert John reported that he had:

- approached Arriva Trains Wales to have a Tour of Britain banner put up on the train station railings to expand the local impact.
- Attended a meeting in Llandrindod organised by the Welsh Government on public service boards. He reported that the Town Council had not had much contact with them previously but that it should look to make use of what they offer.
- Attended a One Voice Wales meeting on Wellbeing, which had provided lots of information that would be beneficial to the Council.
- Attended the Buggy Malone performance put on by Ysgol Glan y Môr which had been a joy to watch and that had been thoroughly appreciated by the audience. He wished for a letter be sent to the Headteacher congratulating them on the successful event.

53. To consider communications received

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

There was a request from Cllr Mrs Mary Wenman that the Woodland Trust be contacted for advice on what tree planting would be suitable for the Memorial Park in Burry Port.

ACTION: RFO

Members discussed that the County Council needed pursuing on their promise to do some work on the tree stumps left behind by the felling in the Memorial Park. It was noted that due to the agreements in place, the Council had no right to plant trees that negatively affected the land under the control of the sports clubs and that any planting would need to

be done in consultation with stakeholders. Cllr Michael Theodoulou felt it was an issue best dealt with by the Facilities and Assets Committee due to their existing working relationship with the sports clubs, while recognising that the Council had a responsibility to represent all residents and Park users also. He requested that the Woodland Trust be asked to advise the Facilities and Assets Committee however all Councillors were welcome to attend any meeting.

There was further discussion of the way the Park would be managed and it was felt that some information boards would benefit the community to keep them informed of how and why the different areas were being managed in the way they were. Cllr Mrs Lisa Mitchell had arranged to meet with the representative from the Rugby Club who was leading on managing the meadow area. Members felt it was important that the Council structure should be used appropriately and that expertise sought to advise on actions.

Cllr Michael Theodoulou **PROPOSED** that the Wellbeing of Future Generations Sub-Committee needed to look into these matters, seconded by Cllr Stephen James.

In the ensuing vote 17 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the matter be looked at by the Wellbeing of Future Generations Sub-Committee.

ACTION: WELLBEING OF FUTURE GENERATIONS SUB-CMTE

Cllr Stephen James left the meeting at 8.30pm

A letter from a resident was read aloud asking for support for an Amelia Earhart exhibition in the new RNLI building. Members expressed their strong support for the idea but felt that it should be expanded upon to include information about the history of the harbour and that the Heritage Group and Historical Society should both be contacted to be involved.

Members were informed that there were already plans in place for a maritime museum as part of the building and that this would be a good way to incorporate the suggestion. It was also felt that the Marine Group should be asked to attend. Members asked for a meeting of the already named stakeholders with the Events Sub-Committee to discuss the idea, and for clear suggestions to be made rather than a blank sheet presented.

The matter would need to be looked at promptly as the building would be open soon so members asked for the invites to go out before the next Regeneration and Wellbeing Committee meeting.

In relation to other business Cllr Mrs Amanda Fox informed members that she and Cllr John Hedley Jones had spoken about the idea of the Town Council employing a parking enforcement officer due to the number of parking issues reported, with the suggestion being that the wages could be covered by any fines raised.

Members discussed the idea, noting its merits but wanted clarity on the legal requirements and limitations, an impact assessment was called for of the proposed model. Other ideas were suggested including asking if PCSO's can do anything to address the matter or if the post could be filled by a County Council operative with the Town Council paying the wages.

In relation to the standard and safety of the park and play areas the Town Council had just taken responsibility for, there were calls for the highlighted repairs to be made as the

equipment would be prone to vandalism once it became too dilapidated. Cllr Michael Theodoulou as Chair of Facilities and Assets stated he would be pursuing the issue urgently

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 8.40pm