

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 15<sup>th</sup> June 2016**

**Councillor John James (Mayor)**

**Councillors Geraint Davies, Malcolm Davies, Ken Edwards, Stephen James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman.**  
**County Councillor Hugh Shepardson**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (Interim Technical Services Supervisor) and Alan Howells (RFO)**

**(Former OAP Hall 7.00pm – 8.35pm)**

**17. Opening Prayer**

The opening prayer was given by the Mayor, Cllr John James.

**18. Personal Matters**

Apologies were received from Cllrs Mrs Jean Hire and Mrs Susan Northam.

Cllr Mrs Moira Thomas advised members that Cllr Mrs Susan Northam was due to undergo surgery and requested that best wishes be passed on to her.

Cllr Stephen James referred to the fact that he had not been in attendance at Council meetings for some time. He indicated that he had a new position at work and had been spending time in Manchester. Cllr Stephen James also referred to some publicity which he had received in the local newspaper. He stated that there was a pending judicial appeal and therefore, he could not say too much about this. However, he apologised for the situation. He further stated that he regards the Council's work highly and had not intended to attract criticism for other councillors.

**19. To receive Members' Declarations of Interest in respect of the business to be transacted**

No declarations of interest were made in respect of the business to be transacted.

**20. Police Business**

There was no attendance by the Police. The Clerk also advised that she had not received a report in advance nor had she been informed that there would not be a representative in attendance.

Cllr Robert John referred to a very recent incident in Llanelli, which had resulted in the involvement of the Independent Police Complaints Commission and therefore, it was likely that all local officers were extremely busy.

Given the recent frequent non attendance by the police at Town Council meetings, it was proposed and **APPROVED** that the Mayor, Deputy Mayor and Clerk meet up, with a view to preparing a letter to send to the police regarding the lack of attendance.

**21. To confirm the minutes of the Annual General meeting held on 18<sup>th</sup> May 2016**

The minutes of the Annual General meeting held on 18<sup>th</sup> May 2016 were accepted as a true record. There were no matters arising.

**22. To confirm the minutes of the meeting held on 18<sup>th</sup> May 2016**

The minutes of the Town Council meeting held on Wednesday 18<sup>th</sup> May 2016 were accepted as a true record.

Given the recent difficulties with the Town Council's computer system, the Mayor commended the Clerk and the staff in dealing with the difficult circumstances and being able to prepare sufficient documentation for the meeting. The Clerk advised that the system had only been reinstated earlier that day, resulting in the retrieval of stored documentation. The Mayor advised that there had been a meeting of the Chairpersons of the four committees earlier that day to discuss the IT problem and what needed to be done, to hopefully ensure that a similar situation would not occur again.

**23. Information from the aforesaid minutes**

P1

The Mayor advised that following the meeting on the 18<sup>th</sup> May 2016, he was approached by local business proprietors, who indicated a wish to nurture a relationship with the Council. This was discussed at the recent Civic Governance and Personnel Committee meeting, when it was agreed that the Mayor and Deputy Mayor would meet with the proprietors in order to progress this.

It was discussed that further crimes had recently been committed at local business premises. It was therefore agreed that the Clerk endeavour to arrange the meeting with the Police and Crime Commissioner, at the earliest opportunity.

P11 (12) To consider any planning applications

Cllr Mrs Moira Thomas queried whether the County Council had approved a site visit in relation to application number S/33780. Cllr Mrs Shirley Matthews advised that this was being looked into but no response had been received to date.

P13 (6) Report of Clerk on matters of administration (4)

Cllr Robert John advised that he attended the Community and Town Councils County Liaison Forum on 24<sup>th</sup> May 2016. During this, a lengthy report was given on asset transfers, particularly in relation to Ferryside Community Centre, which involved a number of business enterprises. Cllr Robert John also advised that he had raised the issue of CCTV not working in Burry Port and the fact that there is conflicting information. As a result, he is awaiting to receive further information.

## **24. Technical Services Report**

The Interim TSS outlined his report, as set out below:

### 1. Burry Port Cemetery

There were two new grave burials for May 2016. Two reopening of graves, one Burial of ashes

### 2. Footpaths

Staff have concentrated purely on preparation of the roundabouts as reported in section 3.

Cllr Enquiry Number 16,194 Graig to Isgrraig path has been passed on to the county's Countryside Access Assistant Lucy Pugh. A member of the public reported that the path was unsafe. Carmarthenshire County Council supplies the following information below.

Ms Lucy Pugh has been on site with a member of Maintenance team, they cannot see a way of dealing with the path subsidence issue that wouldn't involve large-scale engineering works. However, the Council's responsibility only extends to maintaining the surface of the footpath to enable the public to walk it. Fencing users away from the subsiding hedge may be seen as having the effect of weakening the land further, this is clearly not a route we would want to go down. The path is not registered at Land Registry, and local enquiries have failed to find the landowner of the path. It is therefore recommended that on the grounds of safety, we close the path to the Public by the use of a permanent Traffic Regulation Order until or unless works are carried out to stabilise the bank. Lucy is currently making enquiries with Corporate Property as to who we need to speak to regarding the leaning retaining wall above the path.

### 3. Wales in Bloom 2016

All flower designs have been submitted to Wrenvale Nursery under instruction to complete the designs set. Flowers have been delivered and work has commenced. The Club Bach Roundabout is to be completed by 10/06/2016. Structural work for Moreb roundabout is being started on 09/03/2016. A 10ft stack of concrete pipe will be positioned as part of the lighthouse design. Once situated on the roundabout a bund will immediately will be erected as instructed by The Highways department. Aggregate has been purchased and will follow on week commencing 13/06/2016. Completion of the structure will be paramount to the flowers in bloom competition and a four week phase will see some amazing effects when driving into Burry Port Town. We have also included Incredible Edible Carmarthenshire More details to follow. Photographs have been taken ensuring we capture the progress. Additional information is available on planning stages.

### 4. Snooker Room

A meeting has taken place with prospective tenants and further information has been requested. A full report will be given following a re-evaluation of rental subject to new request.

## 5. Copperworks Site

A full breakdown has been supplied and a technical report has been handed out.

***Please note the Copperworks School flooring is not all made of wood. There are areas of concrete and tile.***

It has been suggested to disconnect the electric to the Copperworks School directing it fully to the Band Room building. Awaiting response from supplier.

## 6. Health & Safety (the way forward)

A new powerpoint presentation is available and covers all areas of the council's maintenance staff.

## 7. Licensed Bar

We have agreed to pursue a costing for the set up of our very own licensed bar in the Memorial Hall. We will then have the option of onsite bar facilities or subcontract. This will be ongoing and a report will be presented.

## 8. IT

We have suffered serious issues with our IT set up. Our storage facility has been compromised and files have been lost. Portable hard drives have been issued to necessary staff to ensure back ups are complete at end of day. Quotations are in motion for future preventative measures. Costings to follow.

## 9. Security systems

Suggestions from the Interim TSS are that the Council implements remote monitoring and arming of all Town Council properties. Costings have been calculated and future talks will be in progress. A review will follow. ID tags have been secured for all staff and Councillors.

Following the Interim TSS outlining his report, some queries were raised.

In relation to item number 3 (Wales in Bloom 2016), a query was raised regarding planting being undertaken in Pembrey. The Interim TSS advised that flowers were being delivered to Pembrey School the following day. Also, the baskets had been delivered, together with the bedding plants for planting in Pembrey Square.

The Interim TSS advised that it had been intended to plant wild flowers on three more roundabouts. This is now not going to take place due to the prohibitive cost and instead, sustainable planting is going to be considered.

In relation to Moreb Roundabout, the Interim TSS advised that the top tier of the lighthouse was in fabrication and the structure will be painted that week.

In relation to item number 4 (Snooker Room), Cllr Michael Theodoulou updated that the rent to be charged had been finalised. Furthermore, representatives from the boxing club were attending the following day to meet with the Mayor, the Clerk, Cllr Mrs Shirley Matthews

and himself. During this meeting, the tenancy conditions will be clarified, as well as the representatives being reprimanded for having started to set up equipment prior to all matters having been agreed and finalised.

The Mayor referred to item number 2 (Footpaths) and advised that he and the Interim TSS had been working closely in relation to the issue referred to in the report.

In relation to item number 6 (Health and Safety), the Mayor also referred to a sub committee of the Civic Governance and Personnel Committee having been set up.

**25. To consider the report of the Facilities Management Committee meeting held on Wednesday 4<sup>th</sup> May 2016**

The minutes of the meeting held on 4<sup>th</sup> May 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

There were no matters arising.

**26. To consider the draft minutes of the Regeneration and Community Services Committee meeting held on Thursday 5<sup>th</sup> May 2016**

As it had not been possible to circulate these minutes to members due to the IT difficulties, it was **APPROVED** that this item be deferred to the next Town Council meeting.

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

Again due to the recent IT difficulties, the RFO referred to the fact that his usual report and the budget monitoring report were not available and therefore, this information will be brought to the following month’s meeting. The RFO also confirmed that separate budget monitoring reports will be available for each committee meeting.

The RFO further advised that the Annual Return will be presented to the next Town Council meeting. He confirmed that he had contacted the External Auditor the previous week, to advise of the delay due to the IT difficulties and as a result, an extension of time has been agreed. The RFO advised that arrangements had been made for the internal auditor to consider the various records.

There was some further discussion in relation to the IT difficulties and the need to try to ensure that a similar situation does not arise again. It was indicated that at the meeting of the four chairpersons earlier that day, it had been agreed that a specification be prepared and that the Interim TSS be asked to coordinate this, in consultation with all staff and there be authority to seek expert help, if necessary. Once a specification and costings are available, then the matter will be referred to the Finance Committee for approval.

**28. To consider any 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/33849	Site 8 South of Burrows Terrace Burry Port	Temporary storage of soil for a 12 month period to be utilised as part of the enabling works in association with planning permission

		S/30600 for the construction of a 330 place Welsh medium primary school with associated nursery.
S/33836	Sebastian Puglisi 50 Gwscwm Road Burry Port	Single storey extension with roof terrace.
S/33865	Mr Mike Hopkins O Kiep Ocean View, Burry Port	Demolition of existing dwelling house and construction of a new dwelling.

Cllr Mrs Moira Thomas, Chair of the Planning Sub Committee advised members that there had been no planning meeting of the sub committee but instead she and the Interim TSS had considered the above planning applications. No issues were identified in relation to application numbers S/33849 and S/33836 and therefore, it was their recommendation that these should be approved. However, they had grave concerns in relation to application number S/33865 and therefore, their recommendation was for refusal.

Cllr Mrs Moira Thomas also advised that two additional applications had been received since the agenda was circulated.

Application number S/33906 relates to semi detached houses and it was felt that these could block light to the houses at the rear. Application number S/21597 relates to the erection of 100 dwellings off Mountain Road, Pembrey. Cllr Mrs Moira Thomas advised that the Town Council had objected to this development previously, having regard to the concerns of local residents. It was therefore felt that the Town Council should continue to object to this application. County Councillor Hugh Shepardson advised that the objection which had previously been submitted by the Town Council will still stand. From the information available to him, he believes that the application will come before the Planning Committee later this year. All members **APPROVED** to continue to object to this application.

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

No formal reports were provided by County Council members.

A query was raised by Cllr Stephen James regarding the up to date position on the proposed Tesco store in Burry Port. Cllr Mrs Moira Thomas also referred to the fact that there was a previous agreement in place that Tesco would be fined if the development was delayed and she queried whether this had occurred. The Mayor, County Councillor John James advised that he had spoken with Wendy Walters at Carmarthenshire County Council the previous week, who had informed him that the discussions were ongoing with Tesco. He further advised that the issue of late commencement and fining was being looked at. County Councillor John James also assured that Tesco meets with the County Council every month and that it is at a sensitive stage of negotiations.

The Clerk advised that a considerable time ago, a letter had been sent to Tesco on behalf of the Town Council, which had never been responded to. At the same time, a letter had also been sent to Carmarthenshire County Council and no substantive response had ever been received to this.

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

The Mayor, Cllr John James informed members that he had attended the installation ceremony of the Llanelli Town Mayor and the Chair of Llanelli Rural Council. He further advised that he had attended the launch of the Llanelli Ramblers Festival of Walks and they are grateful for the Town Council's financial donation towards this event. The Mayor also informed members that he had attended a recent memorial football match and had attended at Llanelli library, who have been organising the "Big Picture", where works of art from schools and adult learning centres are being displayed.

**31. To further consider options for the Copperworks site, to include the request from Regenerate our Copperworks School (ROCS) and the up to date site inspection report on the building (copy documents enclosed).**

Cllr Michael Theodoulou advised that several meetings had taken place with representatives of Regenerate Our Copperworks School (ROCS) Group. Following the expiry of the six month deadline afforded by the Town Council, the Group was provided with additional time. They were further allowed to make a detailed presentation to the Facilities Management Committee. The representatives made a request to be given a licence to occupy the premises for a year, to enable them to test the level of interest whilst funding was being pursued.

Cllr Michael Theodoulou indicated that it had always been made clear what was required from the group, namely a robust business plan and progress towards funding being secured. Following the meetings with the representatives, the Facilities Management Committee was of the view that the group had not achieved either requirement. Instead, they had only listed types of funding which were available and no business plan had been provided. Cllr Michael Theodoulou advised that the Facilities Management Committee had formed a view after considering the report prepared by the Interim TSS on the condition of the premises that under no circumstances could the ROCS group be allowed to occupy it, as there were obvious serious health and safety issues. Furthermore, the Committee felt that further discussions with the group should not be pursued.

Although the up to date site inspection report had been circulated with the agenda, the Interim TSS outlined his findings, based upon a site visit on 27<sup>th</sup> May 2016. In order to bring the building up to an acceptable standard, it was identified that the following needed to be addressed:

- Upgrading the electrical system. Currently, there are exposed sockets and wires are evident, and also there is water ingress to the main supply.
- The full upgrade of the heating system, as the wall electric heaters are unsafe.
- Upgrade toilets.
- Replacement of fascias, bargeboards, gutters and downpipes. The Interim TSS advised that there is cast iron piping around the building but much of this is missing.
- Repair damaged floor and skirting. Currently, there are complete sections missing and other parts have evidence of rot.

- Replacement of dangerous door glazing above the front entrance.

The Interim TSS informed members that he estimated the cost of all of the foregoing work to be in excess of £100,000. The overall perception is that the site is deemed dangerous. He further advised that it would cost approximately £5,000 per year to hire fencing as a safety measure if the building was to be left in its current condition.

The Mayor thanked the Interim TSS for the comprehensive report.

Cllr Michael Theodoulou advised that the report had been discussed with representatives of the ROCS group, in order to provide them with advance notification and the opportunity to raise questions. Six representatives of the Group had attended the meeting and had been told the basis of what was to be discussed at the Town Council meeting. Cllr Michael Theodoulou advised that the recommendation of the Facilities Management Committee was to proceed in securing outline planning permission on the site and to dispose of it on the open market. However, to also continue discussions with the group about some of their ideas being put into effect but outside of the Copperworks site.

As part of the subsequent discussions, members shared the view that as responsible Councillors, they needed to take heed of the site inspection report and the recommendation of the Facilities Management Committee. The following proposal was therefore put forward for a vote to be taken upon and it was unanimously **RESOLVED** that:

- a) The Town Council approves the recommendation from the Facilities Management Committee to not pursue the ROCS proposals for the Copperworks site.
- b) To take steps to dispose of the Copperworks building.
- c) To refer the ideas of the ROCS group to the Regeneration and Community Services Committee, to continue discussions with the group.

Following this vote, there were further discussions in relation to immediate safety aspects concerning the site. It was proposed and unanimously **APPROVED** that the Interim TSS make contact with Carmarthenshire County Council to seek appropriate advice and obtain recommendations on how to make the site safe in the interim. This is to include possible signage, warning of the dangerous condition of the site. The Interim TSS also advised that he is awaiting to hear back from SWALEC and Western Power in relation to the electricity supply being switched off and re-routed to the band room.

**32. To consider issues relating to the future management/administration of Burry Port Cemetery in light of proposed fees received from Llanelli Joint Burial Authority and a recommendation from the Facilities Management Committee of 07/06/16 (copy documents enclosed)**

The Clerk had circulated full details of the recommendation from the Facilities Management Committee to members with the agenda.

Cllr Michael Theodoulou, as Chair of the Facilities Management Committee, informed members that Cllr John Hedley Jones had established that certain procedures have actually been in place, which was not believed to be the case when the Manager of Llanelli Joint Burial Authority prepared his report. He further advised that with some changes, the



Committee felt that the Town Council would be better off continuing to manage/administer the cemetery itself. He also referred to the fact that a Burial Sub Committee has now been formed, which will be chaired by Cllr Ken Edwards.

A vote was taken and it was unanimously **RESOLVED** that the Town Council continues to administer its own systems in managing Burry Port Cemetery.

**33 To further consider the provision of bar facilities at Burry Port Memorial Hall, to include a recommendation from the Facilities Management Committee of 07/06/16 (copy enclosed)**

Again, the Clerk had circulated a recommendation from the Facilities Management Committee with the agenda. The recommendations of the Committee were as follows:

- a) The Town Council makes arrangements to run its own bar facilities within the Memorial Hall for events, where required.
- b) In so doing, temporary staff be hired, as required.
- c) To make enquiries and obtain any necessary training for members of staff.
- d) To finalise the costings for installing bar facilities in the side room and to proceed with these amendments.

Cllr Michael Theodoulou referred to the lack of interest from local public houses/clubs following the invitation to tender proposals for the provision of bar facilities at the Memorial Hall. This is despite an extension of time having been given. Subsequently, the Facilities Management Committee had considered ideas for the Council to run its own bar facilities.

A query was raised as to any tenders actually received, following which Cllr Stephen James declared an interest due to a close relative having tendered. He therefore left the meeting whilst discussions were ongoing.

Some members expressed concern about the level of work which would be involved in running such bar facilities. The Interim TSS referred to the fact that a supply of alcohol could be delivered on the day of an event on a sale or return basis. Additionally, quarter barrels could be bought, in order to minimise wastage. He further advised that he had made enquiries and it was possible to sub contract bar staff for £10 per hour.

Members agreed that there should be careful consideration of this issue and it was therefore **APPROVED** that a task and finish group be set up for this purpose. It was agreed that Cllrs David Owens and Andrew Phillips be included in this task and finish group, due to their previous experience and also as representatives of the Council's Finance Committee. It was further **APPROVED** that there be two members from the Facilities Management Committee and two members from the Regeneration and Community Services Committee and that these representatives should be chosen at the next respective committee meetings. It was unanimously **APPROVED** that once the issue has been fully considered by the task and finish group, its recommendations should be brought back for consideration of the Town Council.

**34. To consider communications received/report of the Clerk**

1. Letter dated 22<sup>nd</sup> May 2016 from the Chairman of the Dementia Carers Support Group. This referred to the successful workshop held at the Memorial Hall on 18<sup>th</sup> May 2016, facilitated by a lecturer at the Association for Dementia Studies at Worcester University. The letter also states that the group hopes that the event will contribute to Pembrey and Burry Port becoming a Dementia Friendly Community.

*Noted.*

2. Letter from the Clerk to Llanelli Rural Council dated 26<sup>th</sup> May 2016, enclosing a copy of the Llanelli Rural Area Whole Place Plan 2015 to 2030. The letter indicates that the plan is Llanelli Rural Council's response to the feedback received following consultations held within the communities served by it. It is further stated that the plan also demonstrates how Llanelli Rural Council will contribute to the national well-being goals set out in The Well-Being of Future Generations (Wales) Act 2015.

*Following the Clerk's suggestion, it was APPROVED that this be referred to the Well-being of Future Generations Sub Committee.*

3. Email on 1<sup>st</sup> June 2016 forwarded by One Voice Wales on behalf of the Deputy Secretary to the Board of the Heritage Lottery Fund. This advises that they are currently recruiting for two new committee members for their Committee for Wales. Candidates are especially being sought who have Welsh language skills or knowledge of the natural heritage sector, as they are skills that are currently under represented on the committee. Completed applications must be received by Monday 27<sup>th</sup> June and full details are on their website.

*Noted.*

4. Mid and West Wales Fire and Rescue Service has forwarded a copy of its Carmarthenshire Community Safety News, **copy of which is attached.**

*Noted.*

5. Email of 13<sup>th</sup> June 2016, advising that the judging of the Council's entry to Wales in Bloom 2016 will be taking place on the morning of Thursday 14<sup>th</sup> July 2016.

*Noted*

6. Email from One Voice Wales on 15<sup>th</sup> June 2016 forwarding information in relation to the Wales Audit Office's Annual Report 2015/16. The full report can be viewed on the website but brief details, as provided, **are attached.**

*Noted.*

7. Email from Welsh Water on 15<sup>th</sup> June. This advises that Welsh Water will be soon be undertaking necessary investment work on the waste water network in Burry Port. It further advises that a letter has been sent out to local residents and businesses who may be affected by the work, a **copy of which is attached.**

*Noted.*

8. The Interim Technical Services Supervisor has been reviewing health and safety issues within the Town Council and has been liaising with County Council officers regarding the provision of suitable training for staff. As part of this, the Learning and Development Advisor for Health and Safety at Carmarthenshire County Council, Mr

Eddie Cummings, has suggested that he provides a detailed presentation to Town Councillors (lasting between 1.5 hours and 2 hours). This suggestion was raised at the recent Civic Governance and Personnel Committee meeting on 13<sup>th</sup> June 2016, when it was approved that the matter be referred to the Town Council meeting, for a decision to be taken as to whether the presentation be made just to that Committee or to full Council.

*It was APPROVED that Mr Cummings be requested to make a presentation to a joint meeting of the Facilities Management Committee and the Civic Governance and Personnel Committee.*

### **35. Report of elected members**

The Mayor advised that he had received approaches in relation to litter issues and he suggested that a group be set up to target “hot spots” in different areas. Cllr Stephen James emphasised that litter is a problem and had been particularly evident following the recent bank holiday. He suggested that this item be placed on the agenda for full consideration at next month’s meeting, which was **APPROVED**.