

Pembrey and Burry Port Town Council

Monthly Meeting

Wednesday 19th July 2017

Present: Councillor David Owens (Mayor)

Councillors Geraint Davies, Mrs Linda Edwards, Mrs Pam Every, Mrs Amanda Fox, Peter Freeman, John James, Robert John, Mrs Shirley Matthews, Mrs Lisa Mitchell, Hugh Shepardson, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

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

Minute taker: Melanie Carroll-Cliffe

(Senior Citizens Hall 7.00pm – 10.55pm)

39. Opening prayer

The opening prayer was given by Reverend Nicholas Jones. Cllr Peter Freeman thanked Reverend Jones for his kind prayers at the last Town Council meeting and also thanked members of the Council for their support.

40. Personal matters to include apologies for absence

Apologies were received from Cllrs Stephen James, John Hedley Jones, Mrs Karen Morris and Michael Theodoulou.

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

Cllr Geraint Davies declared an interest in relation to item number 16 on the agenda (proposed asset transfers from Carmarthenshire County Council), due to his involvement with Burry Port Rugby Football Club. The four County Council members also declared an interest in this agenda item.

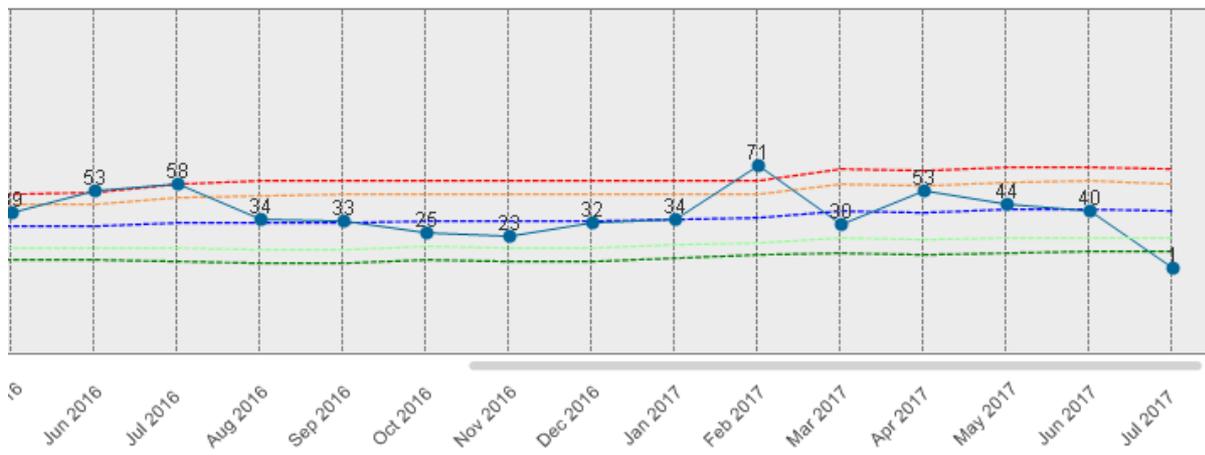
42. Police Business

Sergeant Dominic Jones was in attendance. He provided an update on some issues which had been raised at the previous Town Council meeting. He advised that road closures are usually dealt with by the Local Authority, rather than being a police matter. In relation to obstructions caused by vehicles parking on pavements, the Sergeant advised that if it is persistent behaviour, then a notice should be issued but otherwise, the vehicle would be asked to move.

The Sergeant presented the police report, set out below:

Crime

During the month of June 2017, 40 crimes were recorded for Burry Port and Pembrey section which is slightly lower compared to the same time last year, however, in line with the 12 month rolling average.



Crime in June 2017

During the month of June 2017, the following crimes were recorded for;

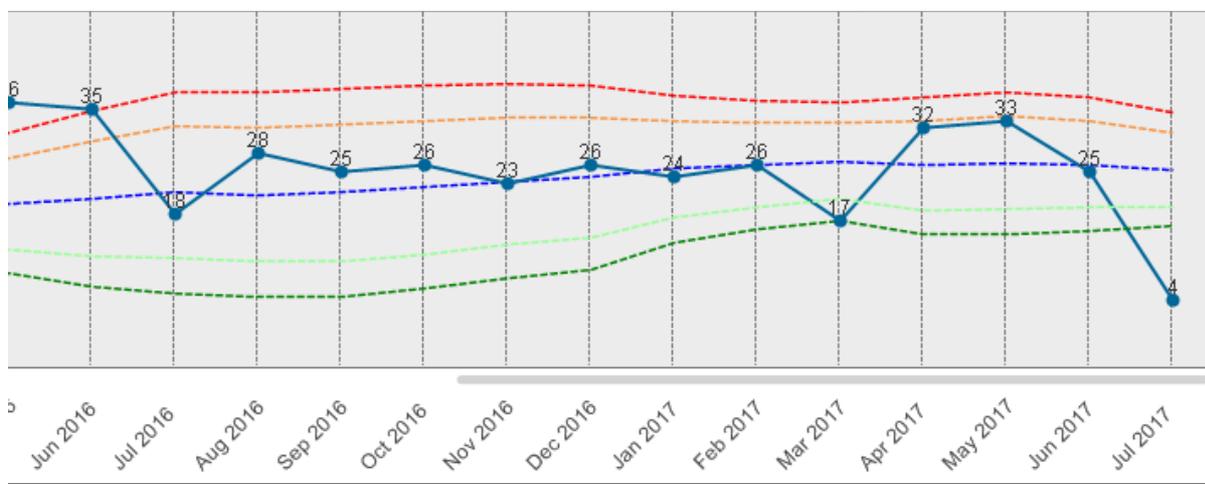
Burry Port: 27

Pembrey: 13

Month	Burry Port	Pembrey	Total
Jun 2017	27	13	40
May 2017	29	15	44
Apr 2017	46	7	53
Mar 2017	23	7	30
Feb 2017	33	38	71
Jan 2017	31	3	34
Dec 2016	28	4	32
Nov 2016	22	1	23
Oct 2016	19	6	25
Sep 2016	29	4	33
Aug 2016	31	3	34
Jul 2016	49	9	58
Jun 2016	45	8	53
May 2016	35	4	39

There are no trends in relation to any crime type.

ASB



25 ASB calls for Burry Port and Pembrey for June 2017, which is in line with the 12 month rolling average. I previously expected a rise in the summer months.

In relation to the report, the Sergeant added that the crime figures for June showed a reduction on the months of April and May. Furthermore, based on current figures, it looked as if there would be a reduction for July. He also confirmed that there would be increased staffing levels to cover the busy summer season up until the end of September, which would enable certain areas to be targeted.

Following a query, Sergeant Jones advised that there was nothing serious to report in relation to anti-social behaviour and often, it is down to perception. Again, following a query, the Sergeant advised that a Welsh Government funded project, namely the Integrated Management Intervention Scheme was possibly assisting with the reduction in crime.

Some areas of concern were highlighted to the Sergeant. He was informed that complaints had been received regarding anti-social behaviour at the Bowling Club car park. Also, last year, there were a number of instances of anti-social behaviour in Parc y Minos Street and around the Memorial Hall, involving children of approximately 11/12 years old. The Sergeant was therefore asked if the police could be vigilant in these areas.

Additionally, Sergeant Jones was informed that near the tramway, along from the Bowls Club, there had been recent issues with motorcyclists travelling at high speed along the footpath/cycle way. Again, more police presence was requested there, especially as it is not intended for any motorised traffic.

The Sergeant was thanked for the police assistance with the carnival and he confirmed that only two calls had been received that day, which was a significant reduction in police demand.

Lastly, Sergeant Jones advised that there were concerns about the condition of the Windsor Harbour View public house and presently, there is one person in custody. He also indicated that he was displeased with a response which had been received from an Officer from Carmarthenshire County Council.

43. To confirm the minutes of the ordinary meeting held on Wednesday 21st June 2017

Subject to one minor addition, it was **RESOLVED** that the minutes of the meeting held on Wednesday 21st June 2017 be accepted and approved as a true record of proceedings. It was agreed that in relation to page 19 (item 26 – information from the aforesaid minutes), it be added that the PR/Media Consultant had been paid £250.

44. Information from the aforesaid minutes

P15 (21) – To receive Members declarations of interest in respect of the business to be transacted

Cllr Mrs Moira Thomas requested to delete the word “subsequently” at the start of the second paragraph, which was agreed.

P18 (24) – Minutes of the adjourned Annual Meeting held on 17th May 2017

Members were informed that proposed amendments to the Standing Orders had been discussed and agreed at the Civic Governance and Personnel Committee meeting the previous week. These would be recommended for approval to the Town Council at the next meeting.

P19 (26) - Information from the aforesaid minutes – Police business

Cllr Robert John advised that a meeting of the working group had not yet met to formulate questions, until they knew who would be attending to meet along with the Police and Crime Commissioner.

P19 (26) Information from the aforesaid minutes – Copperworks School

Members were informed that a meeting had been arranged with the Planning Officer for Tuesday 25th July.

P20 (26) Information from the aforesaid minutes – Communications/Report of the Clerk

Cllr Mrs Mary Wenman informed members that she had prepared a motion but did not obtain the backing from another Council in time for this to be formally submitted.

P21 (27) TSO's report – (4) Street lights

Following a query, members were informed that the Facilities Management Committee needed to consider the information which had been passed to the TSO and subsequently, any recommendations would need to be considered by the Town Council.

P22 (27) TSO's report – (10) Wales/Britain in Bloom update

The Chair of the Wales in Bloom Sub Committee, Cllr Mrs Shirley Matthews informed members that the judging of Wales in Bloom had taken place and she extended thanks to the Council's workforce for their efforts in relation to this. Members also thanked the Wales in Bloom Sub Committee.

P26 (31) – Planning applications

The Chair of the Planning Sub Committee, Cllr Mrs Pam Every indicated that she had not received the recent email from the TSO regarding the meeting of the Planning Sub Committee, as this had been sent to the wrong email address. The former Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas advised that she used to attend at the office shortly prior to the scheduled meeting in order to decide whether it needed to proceed.

P28 (36) – To consider a recommendation from the Civic Governance and Personnel Committee meeting of 12th June 2017 to employ a part time Administrative Assistant

Following a query, members were informed that the grade/salary for this post had been agreed at the previous week's Civic Governance and Personnel Committee meeting. Subsequently, an advertisement had been finalised and forwarded to One Voice Wales for circulation and it will be publicised in the Llanelli Star. The post will also be advertised on the Town Council's website.

P28 (37) - To receive reports by elected members

Members were informed that a meeting is to be arranged of the working group to consider emergency evacuation procedures. It was commented that Burry Port Memorial Hall has adequate space and kitchen facilities in the event of an emergency and although there are no shower facilities, there are two nearby sheltered complexes.

Following the appointment at the last Town Council meeting as the Council's Welsh Language Champion, Cllr Peter Freeman indicated that he required guidance from the Town Council in relation to his remit. It was suggested that as a starting point, he consider the Council's Welsh Language Policy.

There was a brief discussion regarding the traffic problems in Elkington Park when children are being brought to school and collected. Vehicles are blocking the driveways of local residents and although the County Council is trying to address the issue, little assistance is being obtained from the school. It was discussed that there is no defence to this offence of obstruction and it requires an officer present with the power to issue fixed penalty notices. Following discussion, it was agreed that it is desirable for the County Council to carry out a site visit and to monitor the situation and revert with a solution. Cllr John James advised that he was meeting with the relevant County Council officer the following day and he would raise this issue with her.

45. To consider the Technical Services Officer's Report

In the absence of the TSO, the Clerk referred members to the Technical Services Officer's report, as set out below:

1. Burry Port Cemetery

During the month of June, 2017 there have been the following:

- 1 Burial.
- 1 Construction of monument.

2. Paths/Grass Cutting

Memorial Gardens, Pembrey Square, Elkington/Stepney Road, Moreb/Harbour/Clwb Bach Roundabouts, Stepney Road School (opp). Burry Port Memorial Park, Pembrey Hall, Embankment.

3. Maintenance

Temporary metal plates have been placed on the fire doors exiting the Memorial Hall. Large holes had appeared underneath the fire doors through decay and needed to be sealed. Quotations for new fire doors have been obtained and await further instruction.

4. Street Lights

There will be a need to review the footway lighting. The TSO had met with Carmarthenshire County Council's Arwel Thomas from the street lighting team on the 19th May 2017. The TSO had provided Mr Thomas with a detailed programme kindly produced by Cllr John Hedley Jones. Mr Thomas has provided information and requests in relation to the lighting and will be referred to the next facility meeting. This is yet to be actioned by the committee.

5. IT - DSE

A review is required for all aspects of (DSE) Display Screen Equipment. The information will be passed onto the next facilities meeting.

6. Copperworks School

We still await a future meeting to be set up by the Town Council with the planning officer and architect. The proposed date was cancelled due to the elections and will be rearranged by the Clerk.

7. Health / Safety & Hygiene

We have referred the Cemetery power tools for HAVS. Hand, Arm, Vibrations to the facilities committee. Previously Carmarthenshire County Council have offered support and training in the use of the power tools and testing.

9. Cemetery

It has been agreed that the Chapel of rest has been referred through to Facilities management for an electrical failure. The Chapel's supply feeds the office and tool room at the cemetery which is unsafe due to having no earth bonding. The building is condemned until further notice. A date has been set for the works completion.10/07/2017

10. Wales/Britain in Bloom update.

All bedding flowers are planted week ending 28th June 2017.

Various premises were handed a disclaimer for the newly erected brackets for the new hanging baskets. Once signed all the brackets have been installed.

The Clwb Bach roundabout is complete and ready for Wales in bloom.

Silhouettes will be erected during June 28th that will be placed in the memorial gardens. The reflective statues will represent fallen soldiers in our memorial garden. These items are in production and will be complete 28th June. Once received the items will be erected in the gardens.

On social media, we have obtained over 8059 views for Wales in bloom.

11. Pembrey Hall

Installation of fence rails and gate. Foyer and men's toilets have been painted in the hall ready for preparation to host Wales in Bloom.

46. 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 30th June 2017

:-

	Balance at bank
Business Instant Access account	222,401.37
Community Account	49,331.58
Imprest account	18,419.75
	<hr/> £290,152.70 <hr/>

2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th June 2017

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
D. Owens	Mayoral Allowance	9	400.00		400.00
L. Mitchell	Travelling expenses	1	53.10		53.10
Hywel Girls and Boys Choirs	Mayoral donations	9	25.00		25.00
Biffa	Cemetery - Refuse costs	4	121.88	24.38	146.26
Biffa	Hall - Refuse costs	3	104.87	20.97	125.84
Greenwell Power Tools	Cemetery - Equipment maintenance	4	77.20	15.44	92.64
BT	Admin - Telephone	1	20.00	4.00	24.00
Mike Clarke Printing	Civic Expenditure - posters	9	270.00	54.00	324.00
CJ Motors	Cemetery - Vehicle costs	4	12.00		12.00
British Gas	Copperworks - Electricity	3	15.47	0.77	16.24
British Gas	Institute - Electricity	3	225.82	45.16	270.98
British Gas	BP Memorial Hall - Electricity	3	209.38	41.87	251.25
British Gas	Cemetery - Electricity	4	90.45	4.52	94.97
British Gas	OAP Hall - Electricity	3	28.64	1.43	30.07
British Gas	BP Memorial Hall - Heating	3	271.41	54.28	325.69
Travis Perkins	BP Hall - maintenance	3	17.66	3.53	21.19
Chivers Corner Garage	Cemetery - Vehicle costs	4	256.07	51.21	307.28
Tradepoint	Pembrey Hall - maintenance	3	7.38	1.48	8.86
Lyreco	Admin - Stationery	1	11.65	2.33	13.98
Biffa	Hall - Refuse costs	3	121.88	24.38	146.26
Biffa	Cemetery - Refuse costs	4	126.36	25.27	151.63
LJ Tree Services	Pembrey Hall - maintenance	3	2250.00		2250.00
Xerox	Admin - Photocopying	1	22.47	4.49	26.96
CSA Hygiene	BP Hall - Cleaning	3	585.00	117.00	702.00
Stephen Chilvers	Admin - website	1	225.00		225.00
Kidwelly Welfare Committee	Mayoral donations	9	25.00		25.00
Toppers	BP Hall - Equipment	3	262.24	52.45	314.69
Robert Lloyd	Civic Expenditure - SOS publicity	9	250.00		250.00
Wynnstey	Cemetery - Equipment	4	34.50	6.90	41.40
Tradepoint	MUGGA	3	14.72	2.94	17.66
Myrddin Garden Machinery	Cemetery tools	4	31.67	6.33	38.00
Travis Perkins	Pembrey Hall - maintenance	3	4.20	0.84	5.04
Travis Perkins	Wales in Bloom	9	245.00	49.00	294.00
Powercut	Cemetery - Maintenance	4	23.96	4.78	28.74
Powercut	Cemetery - Equipment Maintenance	4	78.69	15.74	94.43
Tradepoint	Wales in Bloom	9	32.67	6.54	39.21
Parker Plant Hire	Cemetery - Maintenance	4	45.00	9.00	54.00
Burry Port Family Centre	Mayoral donations	9	25.00		25.00
CCC	Wales in Bloom	9	100.00		100.00
Travis Perkins	Pembrey Hall - maintenance	3	23.40	4.68	28.08
Travis Perkins	Wales in Bloom	9	25.22	5.04	30.26
Travis Perkins	Pembrey Hall - maintenance	3	63.09	12.62	75.71
CJ Motors	Cemetery Vehicle costs	4	283.14		283.14
Consortium	Toilets - cleaning materials	3	116.53	23.31	139.84
Consortium	Admin - office equipment	1	208.99	41.80	250.79
Llanelli Forge	BP Hall - maintenance	3	150.00		150.00
			7591.71	738.48	8330.19

3. Petty Cash

Payments made from 1st to 30th June 2017

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Co-op	Llanelli Star	1	0.75		0.75
Burry bargains	Cleaning materials	3	2.60		2.60
Burry bargains	Cable ties	3	1.30		1.30
Burry bargains	Tape	3	1.30		1.30
Post office	Card	1	2.99		2.99
Screwfix	Llanelli Star	1	3.32	0.66	3.98
Post office	Postage	1	65.00		65.00
	Total payments made from petty cash		£77.26	£0.66	£77.92

The RFO highlighted the current bank balances, together with several more unusual items of expenditure, namely the cost of removal of trees at Pembrey Memorial Hall, the deep cleaning of the kitchens at Burry Port Memorial Hall and also some payments relating to Wales in Bloom.

4. Budget Monitoring report

The Budget monitoring report for the period 1st April 2017 to 30th June 2017 has been circulated to Members.

The RFO advised that at this point in the financial year, income and expenditure should be 25%. He highlighted relevant issues relating to the various committees, as follows:

Finance Committee

In relation to the Finance Committee, the RFO advised that although expenditure appears to be significantly over budget, this is a timing issue due to annual insurance payments having been made.

Facilities Management Committee

The RFO highlighted virements which had been actioned in relation to the purchase of the cemetery software, the bar facility within Burry Port Memorial Hall and also refurbishment costs of the Senior Citizens' Hall.

Following a query in relation to the PWLB loans, the RFO explained that in addition to the loan currently being paid for work undertaken on the roof of the Memorial Hall, the sum of £8,000 was budgeted for the repayment of a loan of £100,000, should this be taken out for building refurbishments.

Again, following a query regarding room rental/hire income, the RFO advised that this appears high due to a large number of annual payments having been received.

Civic Governance and Personnel Committee

The RFO highlighted that this is slightly over budget, which is as a result of some amendments made during the job evaluation process. He advised that some virements needed to be actioned as additionally, a new member of staff will also be shortly recruited as a part time Administrative Assistant.

Regeneration and Community Services Committee

To date, the sum of £5,600 has been received by way of donations. There has been little expenditure at present, with the only expenditure having been in relation to the floral displays. There is further expenditure upon floral displays and details should be available at the September meeting. It was also thought that there were additional donations which had been directly paid into the Council's bank account, which would need to be checked.

Currently, net expenditure is 23.58% and is therefore on budget overall for year to date.

47. To consider the minutes of the Finance Committee meeting held on Tuesday 13th June 2017

The minutes of the meeting held on 13th June 2017 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.

48. To consider the minutes of the Civic Governance and Personnel Committee meeting held on Monday 12th June 2017

The minutes of the meeting held on 12th June 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

P4 (14) To consider the role of the Caretaker

Following it being raised that the reference to a member of staff was of a sensitive nature, it was agreed that the matter be referred back to the Civic Governance and Personnel Committee, to further consider the issue of the minutes of this committee being considered in the main Town Council meeting.

49. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/35779	Dr Alaa Dubaissi and Mrs Alia Al-Ka 14 & 16 Station Road Burry Port	Convert first and second floors from 2 flats to 5 one bedroom flats

Some concerns were expressed in relation to the potential conversion of two flats into five one bedroom flats. Concerns included lack of parking and safety issues. Cllr John James declared an interest, due to him being a member of the County Council's Planning Committee. Due to the concerns expressed, it was agreed that a site visit should be requested.

50. To consider any County Councillors' reports

County Councillor John James advised that recently, he had been involved with local issues and therefore he did not provide a report.

Following a query from a member regarding potential development at Pembrey Country Park, County Councillor Hugh Shepardson advised that the County Council is considering putting a tenting facility in one of the car parks and is inviting expressions of interest. He further advised that an enquiry had been made as to whether the County Council would consider a hotel/chalets at the Country Park and as a result, expressions of interest are being sought. County Councillor Hugh Shepardson also advised, in response to a query, that presently, the County Council does not know what it wishes to have at the Country Park, if anything. However, it is recognised that there is a lack of accommodation in the Pembrey and Burry Port area, which affects events being put on there.

51. To consider the Mayor's report

The Mayor, Cllr David Owens, outlined to members events which he had attended during the previous busy month. He had attended an open day of the Plant Dewi Family Centre, in the presence of the Bishop of St David's, following on from new funding having been secured for the centre. The Mayor had also attended the Civic Services of Llanelli Rural Council and Llanelli Town Council. Other events attended included Pembrey and Burry Port Carnival, Code of Conduct training provided by Carmarthenshire County Council, as well as the One Voice Wales Annual Conference. The Mayor informed members that the conference had been informative and it had been interesting to learn information about other Councils. It was evident that other Councils are proceeding with asset transfers and accordingly, they are considerably increasing their precepts. Also during the conference, the Mayor had attended an informative workshop on the audit process. As the conference also incorporated the One Voice Wales Innovative Practice Awards, the Mayor had been pleased to accept an award for the Best Tourism Initiative on behalf of the Town Council.

Lastly, the Mayor referred to the judging of Wales in Bloom which had taken place earlier in the month and most recently, his Civic Service which had taken place on Sunday 16th July. Cllr Hugh Shepardson congratulated the Mayor and the Clerk on the well organised Civic Service.

52. To consider the appointment of a new member to the Finance Committee, following the resignation of Cllr Mrs Pam Every from the Committee

The Mayor informed members that in addition to it being necessary to appoint a new member to the Finance Committee, it may also be necessary to consider changing the usual meeting date of this committee, due to its Chair having another unavoidable commitment. The Mayor therefore suggested and it was **AGREED** that the four Chairpersons consider the meeting dates for the various Committees and at the same time consider the appointment of a new member to the Finance Committee.

53. Update on issues relating to the closure of Harbour View Surgery

The Mayor referred to the meeting which had been held between Councillors and four senior representatives of Hywel Dda Health Board in early July. At this meeting, it was evident that detailed arrangements had not been completed in relation to the transfer of patients from Harbour View Surgery.

As a result, it had been requested and agreed with the Health Board representatives that a further meeting take place before the 31st July, being the closure date and that also, the Practice Manager of Meddygfa Tywyn Bach be in attendance.

Members were informed that attendance at the drop in session at the Memorial Hall, which immediately followed the meeting with Town Councillors, had been disappointing, with only 60 people attending between 2pm and 7pm.

Following a query, the Clerk confirmed that despite what had been indicated at the meeting with the Health Board representatives, no further date had been suggested for a follow up meeting and this would have to be pursued.

54 Update on proposed asset transfers from Carmarthenshire County Council, to include consideration of any recommendations following the Special Facilities Management Committee meeting to be held on 17th July 2017

The Clerk circulated to members detailed recommendations being made to the Town Council, following a Special Facilities Management Committee meeting held on 17th July 2017, as set out below:

The Special Facilities Management Committee meeting was convened to specifically consider various proposed asset transfers, in light of a further meeting with County Council officers on 8th June 2017 and a site visit by members on 16th June 2017.

1. Burry Port Memorial Park Bowls Club

Cllr Mrs Shirley Matthews declared an interest, due to her also being a County Councillor.

At the outset of the meeting, two representatives from Burry Port Memorial Park Bowls Club were in attendance. Details of a cash flow projection exercise for the next five years was outlined to members, together with how this had been calculated. On the basis of this, members were informed that by the end of 2019, the Bowls Club would need a cash injection of £5,000 per year to enable it to continue in existence. Members were further informed by the Club representatives that if the annual subscriptions were increased above the current level of £100 each, then the Club would lose members. The membership currently stands at 40 members.

The representatives outlined what the Club perceived to be three available options:

- The Town Council takes on the lease now, together with the funds being made available by the County Council.
- The Bowls Club proceeds with the asset transfer, on the understanding that there is a guarantee of the Town Council taking over the lease by 2019, at which time the Club would transfer any available funds to the Town Council.
- The bowling green is handed back to the County Council.

The representatives informed members that there was an Extraordinary General Meeting of the Club taking place on Wednesday 26th July. If there has been no change regarding the lease at this stage, then it was indicated that the Club Secretary's recommendation would be to close the Club. The Secretary also informed members that the preferred option from the Club's perspective would be for the Town Council to sub-let the bowling green back to the Club.

Following the Bowling Club's representatives leaving the meeting, discussions continued. Further to these, it was felt that there were two realistic options, namely that either the Town

Council takes on the lease, without limitations or that it does not get involved with the lease at all, leaving the Club to decide what it wishes to do.

As all members were unanimously in favour of taking on the lease, there was further discussion as to the timing of this.

At the conclusion of the discussions, the following proposal was unanimously **APPROVED**:

The Facilities Management Committee recommends to the Town Council that it takes on the lease relating to the Bowls Club and runs it as a municipal facility. Burry Port Memorial Park Bowls Club will still have use and be enabled to function as a Club, with details to be discussed with the Club. The Committee further recommends that the lease be proceeded with at the earliest opportunity, although ensuring that all matters are properly addressed. The Committee also recommends that a level of Section 106 funding be sought.

2. Burry Port Memorial Park

Members had regard to information provided by County Council Officers during a meeting which took place on 8th June 2017. At this meeting, it had been indicated that the County Council would retain responsibility for underground piping. Also, the County Council officers had stated that they assumed that the County Council would retain ownership and maintenance of the sluice gate, although they would verify this with the relevant officer. The officers had further assured that there was a commitment to re-plant trees and that this would probably be undertaken in the autumn this year. This commitment would be honoured, even if a transfer to the Town Council took place. The officers advised that if the Town Council took on the lease, it would be the responsibility of the Town Council to keep the ditches clear. Also, the Town Council would be responsible for the emptying and management of bins. There are also some lighting columns within the park which would form part of the transfer and therefore the Town Council would have to pay for.

The TSO advised that he estimated the sum of £5,500 for annual maintenance costs. He felt that there may be an opportunity to further train Town Council staff to undertake certain areas of work. Members were also advised that there would be some risk in relation to potential major work on trees, as the Town Council would be responsible for maintenance of trees.

Following discussions, members present unanimously **APPROVED** to recommend taking on the lease of the surrounding areas of the Memorial Park from Carmarthenshire County Council, as set out on the attached plan.

3. Other parks and play areas

The TSO circulated to members a copy of an up to date report prepared in relation to other parks and play areas within Burry Port, as a basis for discussion.

- Burrows Park

Following discussion, members unanimously **APPROVED** to recommend that the transfer be proceeded with.

- Tyle Teg

Although this park is in a fairly poor state of repair and is not used to a great extent, it was felt that there should be a park in that area of Burry Port. Therefore, save for two abstentions, all other members **APPROVED** to recommend that the Council should proceed with the transfer.

- Pen y Bryn/Dolycoed

This is a large area but has very little equipment. Members therefore felt that there was potential for different usage.

Following discussion, members unanimously **APPROVED** to recommend that the transfer be proceeded with and that the Town Council considers the area's potential.

- Tan y Bryn/Heol Vaughan

Following brief discussion, members unanimously **APPROVED** to recommend that a transfer be proceeded with.

- Maes y Capel/Cwm Eglwys – Hermon Site

It was discussed that there is a problem with flooding within this park. Therefore, following discussion, it was unanimously **AGREED** that the recommendation be that subject to dividing the area to exclude the flooded path, then the transfer be proceeded with.

- Trem y Mynydd/Furnace Fields

Following discussion, it was unanimously **AGREED** that there be a recommendation to take on a transfer of the park area but excluding the waste area at this time. It was nevertheless discussed that an assessment of the other land could be carried out at a future date.

- Waun Sidan/Maenor Helyg

Following a brief discussion, it was unanimously **AGREED** that there be a recommendation to proceed with a transfer.

The Clerk highlighted information which had been provided from the County Council regarding an Executive Board decision made on 26th June 2017 regarding asset transfers of parks and playgrounds. It had been indicated that the maintenance grant would be reduced by 1/24 per month from 1st April 2017 up to the date of transfer. Members agreed that once a decision had been made regarding the transfers, then the County Council should be notified that the Town Council's expectation is that the maintenance grant as at the time of notification be paid, not a reduced amount as at the date of a subsequent completion. Also, the Town Council would expect a development grant of £10,000.

4. Scott's Yard

Members were informed that the County Council has indicated that considerable interest has been generated in this land. Members considered whether it was viable for the Town Council to submit an offer for the land. They took into account income that could be generated from a new facility compared to the cost of loan repayments for purchase and construction costs.

Following discussions, save for two abstentions, all other members **APPROVED** to recommend that the Town Council should not put in an offer to purchase Scott's Yard.

5. **Public Conveniences**

Following a brief discussion, it was unanimously **AGREED** that there be a recommendation for the Town Council to take over the public conveniences at the Railway Station and Burry Port Harbour (Yacht Club side). This was on the basis that their condition could be enhanced by the Town Council for the benefit of the town.

Prior to discussions taking place on these recommendations, the Clerk raised the fact that the issue of asset transfers from Carmarthenshire County Council was being re-considered within six months of a prior decision. However, during this time, there had been a change in circumstances, as members of the Council and the membership of its committees had changed, new site visits had taken place and also fresh information was available. In light of this, members **APPROVED** that they were happy to reconsider these issues.

Subsequently, members discussed each of the recommendations, as follows:

- **Burry Port Memorial Park Bowls Club**

Cllr John James declared an interest due to his involvement with the Bowls Club and left the meeting room whilst discussions were taking place.

Following the Clerk outlining the recommendations, as set out above, the Mayor advised that although there is a positive recommendation to proceed with this transfer, further consideration needs to be given to the full details surrounding this. It was **AGREED** that at some point, the Council would need to increase its full time staff and there needed to be a full review regarding this. It was emphasised that at previous public meetings which were held both in Pembrey and Burry Port, the public had been happy for there to be an increase in the precept in order to protect the assets in the town.

Following discussions, the Mayor, Cllr David Owens proposed the motion, as recommended by the Facilities Management Committee. This was seconded by Cllr Hugh Shepardson and unanimously **APPROVED**.

- **Burry Port Memorial Park**

There was some discussion in relation to certain reservations which have previously existed and specifically, problems with surrounding ditches which require regular clearing. However, it was discussed that at a recent meeting with County Council Officers, it had been indicated that the County Council had undertaken a considerable amount of work, especially regarding flooding issues.

Following the discussions, a slightly amended proposal was made by Cllr John James, to include a request that the County Council undertake some training of the Town Council staff in relation to the asset transfer. This proposal was seconded by Cllr Mrs Moira Thomas and was unanimously **APPROVED**.

- Other parks and play areas

Burrows Park

Members were reminded that the transfer of this park is linked to the development of the former Copperworks site. Cllr Hugh Shepardson proposed that this transfer be proceeded with, which was seconded by Cllr Mrs Lisa Mitchell and unanimously **APPROVED**.

Tyle Teg

Cllr Geraint Davies proposed that this transfer be proceeded with, which was seconded by Cllr Mrs Pam Every and unanimously **APPROVED**.

Pen y Bryn/Dolycoed

There was a discussion regarding the lack of equipment at this park and the expense of additional equipment being provided. It was agreed that consultation should take place with local residents in relation to this large area.

Following the discussions, Cllr Hugh Shepardson proposed that the transfer of this be proceeded with, which was seconded by Cllr Mrs Moira Thomas and unanimously **APPROVED**. It was further **APPROVED** that the Town Council consult with local residents.

Tan y Bryn/Heol Vaughan

It was proposed by Cllr Mrs Shirley Matthews that this transfer be proceeded with. This was seconded by Cllr Mrs Amanda Fox and unanimously **APPROVED**.

Maes y Capel/Cwm Eglwys – Hermon Site

Cllr Mrs Moira Thomas proposed that this transfer proceed, which was seconded by Cllr Mrs Pam Every. Save for one abstention, members voted to **APPROVE** the proposal.

Trem y Mynydd/Furnace Fields

Cllr Hugh Shepardson referred to the fact that there is in excess of £30,000 of Section 106 funding in relation to this area.

It was proposed by Cllr Mrs Linda Edwards that the transfer be proceeded with. This was seconded by Cllr Robert John and unanimously **APPROVED**.

Waun Sidan/Maenor Helyg

Cllr Robert John proposed that this be proceeded with, which was seconded by Cllr Shirley Matthews and unanimously **APPROVED**.

Scott's Yard

It was discussed that the Town Council's existing buildings require considerable expenditure in terms of maintenance. It was acknowledged that previously, two organisations who are tenants of the Town Council had been spoken to regarding a potential move involving this area and they would need to be made aware of the position.

Following the brief discussions, Cllr Robert John proposed that in accordance with the recommendation of the Facilities Management Committee, no offer to purchase Scott's Yard should be made by the Town Council. This was seconded by Cllr Geraint Davies and unanimously **APPROVED**.

- Public Conveniences

It was discussed that it would be beneficial to the town if the public conveniences at the Railway Station and Burry Port Harbour (Yacht Club side) could be improved to a good standard if they were taken over by the Town Council. It was believed that sewerage problems had been addressed by the County Council, although there had been apparent issues during the last couple of weeks. It was therefore agreed that it would need to be checked whether all necessary works had been undertaken to resolve the sewerage issues and it was also agreed that costings for upgrading of these facilities needed to be obtained. Subject to the foregoing, Cllr Bob Walpole proposed that the Town Council take over both of these public conveniences. This was seconded by Cllr Mrs Linda Edwards and unanimously **APPROVED**.

55. To receive reports by elected members

Cllr Robert John reported that he had attended a recent meeting in relation to an immigrant Syrian family coming to reside in the area. Consequent to this, he has obtained some basic Arabic translation which should be of assistance.

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

1. Email of 29th June 2017 received from the Llanelli Community Resource team, advising that an Older People's Activity Day is taking place at the Ffwrnnes Theatre, Llanelli on 28th July from 10.30am to 2.30pm.
Noted.
2. Email of 5th July 2017 received from Carmarthenshire County Council, forwarding an email from the Local Government Data Unit- Wales. This refers to the duty placed on each local authority by the Local Government (Wales) Measure 2011 to conduct a survey of all candidates standing for election to County and County Borough Councils, as well as Community and Town Councils. The email advises that during the recent election process, the Data Unit conducted the survey on behalf of the local authority, but that the analysis that can be undertaken is limited by the current response. The email therefore requests that all elected Councillors, both in County and Town/ Community seats, be contacted, to remind them to complete the survey. Information on the survey and a link can be found on www.election.cymru/carmarthenshire.
Noted.
3. Letter from Charles & Co accountants dated 5th July 2017. This confirms that the internal audit has been completed and that from the audit work undertaken, the Council was compliant with all relevant procedures and controls expected to be in operation during the financial year ending 31st March 2017.
Noted.

4. Email from the Future Generations Commissioner's Team on 12th July 2017, which provides an update on the work of the Commissioner. It confirms that 1,300 people shared their views and advice on the long term issues and challenges affecting the well-being of future generations. This information is now being collated and analysed. This process is drawing to a conclusion and the Commissioner aims to set her final priorities over the next few weeks, which will be published in her first annual report and then more widely in September.

Noted.

5. Letter received from the Chief Executive of the Local Democracy and Boundary Commission for Wales on 17th July 2017. This advises that the Commission will be undertaking a review of the electoral arrangements for the Carmarthenshire area, with a view to considering and formulating proposals for future arrangements. Prior to commencement of the review, a presentation is taking place at the Council Chamber, County Hall, Carmarthen on Wednesday 20th September at 5.30pm. The presentation will explain the review process and answer any questions raised. The letter extends an invitation to the Mayor or another representative of the Town Council to attend this presentation. Notification of attendance is to be provided by 8th September.

The Clerk highlighted that the date of this presentation fell on the evening of the September Town Council meeting. It was agreed that it was important for the Mayor to be in attendance at this and accordingly, members APPROVED to change the meeting date to either Tuesday 19th September or Thursday 21st September, the specific date to be agreed between the Clerk and Mayor. Also, it was agreed that the Clerk make enquiries to find out if more than one representative could attend from the Town Council.

6. During the last month, the Clerk (together with some members) has attended various events/ training sessions. These include a Code of Conduct training session run by Carmarthenshire County Council on the evening of 29th June, a Well-being of Future Generations workshop hosted by Carmarthenshire County Council on the evening of 4th July, the One Voice Wales Larger Councils' Conference/ Innovative Awards Ceremony in Builth Wells on 5th July and a Time Credits workshop on 14th July. Feedback on these events has already been or will be considered by the appropriate committees. As already indicated by email, at the Innovative Awards Ceremony held as part of the One Voice Wales Larger Councils' Conference, Pembrey and Burry Port Town Council was the winner of the award for Best Tourism Initiative.

Noted.

7. It was **RESOLVED** 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 item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted:

Confidential and sensitive personnel issues