

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 20<sup>th</sup> July 2016**

**Present: Councillor John James (Mayor)**  
**Councillors Geraint Davies, Malcolm Davies, Ken Edwards, , Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Hefin Williams.**

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

**(Former OAP Hall 7.00pm – 9.05pm)**

**36. Opening Prayer**

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

**37. Personal Matters**

Apologies were received from Cllrs Mrs Jean Hire, Mrs Susan Northam, Mrs Mary Wenman and County Councillor Hugh Shepardson.

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

Cllrs Andrew Phillips and Mrs Moira Thomas declared an interest in the planning applications relating to the proposed heritage boards due to their membership of the Heritage group (S/34017, S/34019, S/34021, S/34022). Cllr Andrew Phillips also declared an interest in planning application number S/3976 due to his relationship with the owner of an adjacent property.

**39. Police Business**

There was no attendance by any officers and the Clerk informed members that she had received advance notification that it was unlikely that there would be a police presence. However, a report had been received, which she read out, as below:

During the month of July 55 Crimes have been reported in the Burry Port Section on par with last year. All the crimes have been recorded.

Within the month of July officers have attended 198 calls, 54 of which were an immediate response, 46 had to be answered within the hour, 62 were scheduled simply needing attendance and 36 did not need a response.

Crimes of note are:

**Criminal Damage**

There have been 17 case of criminal damage – mainly the vehicles in Ponthenri.

## **Burglary**

There have been 7 burglaries recorded in the area of Burry Port- all enquiries on-going.

## **Anti-Social Behaviour**

There were 6 anti-social behaviour calls – one being the carnival was too loud.

## **Road Traffic Accidents**

There have been 6 recorded accidents in Burry Port area, none fatal.

Cllr Bob John commented that it would be preferable to have a more accurate picture of what is happening in the Council's immediate area, as the report included information on crimes committed in other areas, such as Ponthenri. He also commented on the desirability of having a police presence at each meeting.

The Mayor, Cllr John James, advised members that at a recent PACT meeting, it had been stated that a planning application has been submitted for Burry Port Police Station and therefore, its immediate future appears to be secure.

The Clerk informed members that a meeting had now been arranged with the Police and Crime Commissioner for 2<sup>nd</sup> August. It is also hoped that a senior officer from Dyfed Powys Police will be in attendance, in order to address operational issues, as this has been requested. Cllr Michael Theodoulou referred to the fact that the perception is that manning levels are decreased at Burry Port Police Station. He further suggested that the Clerk attempt to obtain information prior to the meeting on crime levels specifically in the Pembrey and Burry Port area for the previous 12 month period.

Cllr Andrew Phillips reiterated that he was aware that many members of the public have been commenting at the lack of police presence on the streets of Burry Port. Cllr David Owens referred to a previous concern raised by him in relation to illegal parking along Station Road, Burry Port. He advised that he had witnessed another recent incident where a vehicle was double parked in the middle of the road. Cllr David Owens queried the possibility of increasing the presence of Traffic Enforcement Officers so as to address these issues. The Mayor, Cllr John James, advised that the presence of Traffic Enforcement Officers has already increased but it would appear that this is insufficient.

### **40. To confirm the minutes of the meeting held on 15<sup>th</sup> June 2016**

The minutes of the Town Council meeting held on Wednesday 15<sup>th</sup> June 2016 were accepted as a true record, save that Cllr Ken Edwards requested that on page 21 (item number 13 – Copperworks site), his suggestion to acquire and erect safety signage be added in, which was agreed.

### **41. Information from the aforesaid minutes**

#### **P15 (23) Information from the aforesaid minutes – planning applications**

Cllr Mrs Moira Thomas queried whether a site visit had taken place. Cllr Mrs Shirley Matthews advised that the planning application had now been granted.

## P17 (24) Technical Services Report

The Mayor, Cllr John James reported that a good service had been provided by a local licenced premises in facilitating a licensed bar at his recent rock concert. He further updated that progress had been made in relation to the Boxing Club and the club will be moving into the snooker room shortly.

### **42. Technical Services Report**

The Interim TSS outlined his report, which had been circulated in advance to members, as set out below:

#### **1. Burry Port Cemetery**

During the month of June 2016 there have been 2 burials, 4 scattering of ashes and 1 burial of ashes.

#### **2. Wales in Bloom 2016**

The Wales in Bloom judging will be held in Pembrey Hall 14<sup>th</sup> July 2016. Update on results to follow.

Moreb roundabout is due for completion over week commencing 11<sup>th</sup> July. The project has lost two weeks, as a local manufacturer could not complete the necessary work on time. The project was then given directly to a back up sub-contractor that has proved to be very successful and completed the fabrication and build. With great thanks we appreciate the work carried out at such short notice.

Social Media has greatly reacted to the focal point on entrance to Burry Port and Pembrey. (*Our Lighthouse*).

A review will be completed and a full report will be given on the Wales in Bloom 2016 planning and work undertaken. This will carefully guide cost saving strategies and implement more sustainability in future competitions.

The Wales in Bloom team have welcomed Incredible Edible Vegetables Carmarthenshire on board and assisted the newly formed group with use of a plot of land at the top of Station Road opposite the Engine Inn. The land will now be used to encourage the locals of Burry Port to grow and share fresh vegetables and plants.

Pembrey and Burry Port will be hosting Wales in Bloom 2017.

#### **2. IT Infrastructure.**

Over a short period we have liaised with various professionals internal and external to source the best available solution for the Town Council. The Council staff have been issued with portable harddrives as a measure of security and ability to backup current and previous information. Once all the required information is available we will report back with the findings. We have consulted County on all future IT prospects and await a full report on the loss of our material and result of a repaired PC. The current IT Hardware is out of date and

will require an improvement plan for future benefit. The hardware and software currently used is at its capacity.

### **3. Memorial Hall**

We have completed installation of new light switches in the Main hall outside the lighting booth for easy access. The lighting booth can now be locked and secured whilst illuminating the hall safely by outer switching.

All Fire Exit signs have been serviced.

### **4. Copperworks School**

4.1 TSO (Interim) has received a report from Steven Pound Carmarthenshire County Councils Building Control officer. This report highlights any Health & Safety issues in relation to the Copperworks site. See below for detailed action required.

#### ***“Copperworks School, Morlan Terrace, Burry Port***

I write in relation to our joint site visit and inspection at the above premises on 23/06/16. From the inspection it was evident that the buildings are in a poor state of repair and in a deteriorated condition. With the buildings condition both externally and more importantly internally of a potentially dangerous condition the department recommends the buildings are not occupied. Furthermore, the authority would suggest the following measures to secure the buildings and the site as a whole to maintain public safety.

- a) Openings to be boarded up to ensure no exposure to broken glass and no unauthorised access.
- b) loose slates, guttering and lead flashing etc to be secured
- c) the side access to the grassed area is secured on the top side of the site and adjacent to the main entrance
- d) safety signage to be placed on the fencing and not on the building itself
- e) disconnection of the electrical supply to the building due to the exposure to water

This would be a good opportunity to contact the fire authority to discuss options to reduce the possibilities of arson and general fire safety for the site.

I hope this helps clarify the authorities position and should you have any queries please do not hesitate to contact the department.”

4.2. **Welsh Water:** In September 2015 the previous TSO reported a water leak on the site and this was logged at head office. However the damage was never followed through and the leak remained. The Interim TSO has now rectified this fault and arranged for a disconnection with immediate effect. A request has been put in against the billing department. This is of high value.

4.3. **British Gas / Electricity Supply- Disconnection service through Western Power.** We have received a quotation for disconnection of The Copperworks School. The quotation will be followed up and actioned.

## **5. Health & Hygiene**

Taking into consideration reports on the cleanliness of the Council buildings, a full review is in process. A calculation of required hours and duties will be devised and passed through to council for recommendation and a full review.

## **6. Footpath Maintenance**

No footpath maintenance has been completed in June due to the significant time and resource for Wales in Bloom. July 15<sup>th</sup> 2016 will see the return of maintenance to all footpaths.

In addition to his circulated report, the Interim TSS updated members in relation to the former Copperworks School (item number 4) that he was awaiting a breakdown of costs for making the building secure/closing it down.

In relation to item number 2 (Wales in Bloom 2016) a query was raised in relation to what the expectations were in hosting Wales in Bloom next year. The Clerk outlined that the Council would be expected to host two events, one being the launch ceremony, which is held around March/April, followed by the awards ceremony in September. The Clerk explained that the launch ceremony is more low key but the awards ceremony is a day long event, with a two course meal provided, although attendees contribute towards the cost of this. An option of two or three tours to local attractions would also have to be arranged for attendees. As the competition covers all of Wales, the event would undoubtedly result in visitors attending the area, possibly for the first time. Cllr Mrs Shirley Matthews emphasised the event as an opportunity to promote our local community and the fact that local businesses would also benefit. Members appreciated the beneficial opportunity for Burry Port and Pembrey, although the need for advance planning was emphasised. Cllr Mrs Shirley Matthews confirmed that early planning for next year would be commencing shortly. Additional sponsorship would be sought and it is also hoped that support will be provided by Carmarthenshire County Council.

Cllr Michael Theodoulou referred to issues encountered this year with some of the flowers and the fact that he has requested the Interim TSS to provide a report for consideration by the Regeneration and Community Services Committee, to try to avoid the same problems in the future. He also referred to the fact that the actual cost to the Council of the floral displays had not been accurately established, due to unknown labour costs of staff. He therefore urged that next year's budget includes a figure for the cost of labour. It was commented that the Council is continuing to increase its sustainable planting. The Mayor expressed his thanks to everyone involved in the Wales in Bloom campaign. Cllr Mrs Moira Thomas specifically referred to the efforts of the maintenance operatives and the fact that they were proud of what they had achieved. She also referred to recognition being given to Mr Robert Masterman, who had been involved in the Wales in Bloom campaign and had recorded the judging. His work could be viewed on the social media page "Memories of Burry Port". Cllr John Hedley Jones enquired if this could also be placed on the Town Council's website.

During the course of the discussions upon the Wales in Bloom campaign, Cllr Ken Edwards expressed his disappointment that the Council had not undertaken autumn and spring planting this year.

Lastly, in relation to the Council's IT infrastructure, it was confirmed, following a query raised, that a report prepared by the Interim TSS will be considered in due course by the four chairpersons of the main committees, in order to progress and finalise this issue.

**43. To consider the report of the Facilities Management Committee meeting held on Tuesday 7<sup>th</sup> June 2016**

The minutes of the meeting held on 7<sup>th</sup> June 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.

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

The minutes of the meeting held on 5<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.

The Clerk advised members that there had been no June meeting of this committee. Also, due to the recent IT difficulties, it had not been possible to circulate the minutes of the May meeting for the Town Council meeting held on 15<sup>th</sup> June and hence the reason why the May minutes were now being considered.

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

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 2016 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	265,050.95		265,050.95
Community Account	10,387.74	4,701.19	5,686.55
Imprest account	14,268.97	13,711.83	557.14
	<b>£289,707.66</b>	<b>£18,413.02</b>	<b>£271,294.64</b>

**2. Schedule of accounts paid**

The following accounts have been paid from 1st to 30th June 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u> <u>Vat</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
			£		
-	-	-		-	
Travis Perkins	Floral Displays	9	51.15	10.23	61.38
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28

CCC	MUGA maintenance	5	426.43	85.29	511.72
	Pembrey Memorial Hall -				
Consortium	Cleaning materials	1	66.33	13.28	79.61
	Provision of vehicle activated				
CCC	signs - Ashb. Road	1	3925.00	785.00	4710.00
	Burry Port Memorial Hall -				
Toppers	Cleaning materials	1	25.44	5.09	30.53
Carms. Tourism Association	Admin - Subscription	3	91.00		91.00
	Burry Port Memorial Hall -				
SA1 Laundry	Cleaning materials	1	26.62	5.32	31.94
British Gas	Copperworks - electricity	1	18.49	0.92	19.41
British Gas	Institute - Electricity	1	296.75	59.35	356.10
British Gas	Pembrey School - Electricity	1	197.56	39.51	237.07
British Gas	BP Memorial Hall - Electricity	1	236.04	47.20	283.24
British Gas	Cemetery - Electricity	4	176.22	8.81	185.03
British Gas	OAP building - Electricity	1	32.84	1.64	34.48
Institute of Cemetery and Crematoria Management	Admin - Subscription	3	90.00		90.00
CCC - Elections	Elections	3	6175.65		6175.65
John H Jones	Travelling expenses	3	58.05		58.05
Mike Clarke Printing	Admin - Stationery	3	60.00	12.00	72.00
Consortium	Admin - Stationery	3	60.45	12.11	72.56
Consortium	Admin - Office supplies	3	6.55	1.31	7.86
Consortium	Admin - Office supplies	3	23.78	4.76	28.54
	Burry Port Memorial Hall -				
Consortium	Cleaning materials	1	153.17	30.66	183.83
Consortium	Youth Club contribution	6	370.01	74.01	444.02
Consortium	Youth Club contribution	6	101.98	20.40	122.38
PC World	Admin - Office supplies	3	27.48	5.49	32.97
	Pembrey Memorial Hall -				
British Gas	Electricity	1	80.44	4.02	84.46
British Gas	Institute - Gas	1	692.97	138.59	831.56
Travis Perkins	Floral Displays	9	273.66	54.74	328.40
Travis Perkins	Floral Displays	9	-228.88	-45.78	-274.66
Travis Perkins	Floral Displays	9	107.41	21.48	128.89
Travis Perkins	Floral Displays	9	28.14	5.63	33.77
Chivers Corner Garage	Cemetery - Van costs	4	80.86	16.16	97.02
Tradepoint	Floral Displays	9	8.10	1.62	9.72
Tradepoint	Floral Displays	9	4.96	0.99	5.95
Tradepoint	Floral Displays	9	25.34	5.05	30.39
Tradepoint	Floral Displays	9	-7.20	-1.44	-8.64
Tradepoint	Floral Displays	9	7.20	1.44	8.64
S. Matthews	Admin - Office supplies (Frames)	3	18.00		18.00
Darkin Architects	Copperworks development	1	1215.90		1215.90
HF James	Cemetery - maintenance	4	288.00	57.60	345.60
Wynnstay	Cemetery - maintenance	4	72.77	14.55	87.32
CCC	MUGA maintenance (Inspection)	5	80.00	16.00	96.00
	Water Charges - Burry Port				
Dwr Cymru	Memorial Hall	1	819.28		819.28
Dwr Cymru	Water Charges - Institute	1	65.38		65.38
K.Evans - Brightwash	Window Displays	9	100.00		100.00
J. Muselwhite - Adeline	Window Displays	9	75.00		75.00
Fotoworld	Window Displays	9	25.00		25.00
Loveleens	Window Displays	9	25.00		25.00
JDP Ltd	Floral Displays	9	190.00	38.00	228.00
Owen Fuels	Pembrey Hall - Oil	1	418.90	20.95	439.85
Xerox Finance	Photocopier costs	3	143.09	28.62	171.71

Travis Perkins	Cemetery - PPE Equipment	4	49.95		49.95
CCC	Garden sacks	3	750.00	150.00	900.00
Argos	Youth Service Contribution	6	469.00	93.79	562.79
Dyfed Alarms	Burry Port Memorial Hall - Maintenance	1	87.50	17.50	105.00
Dyfed Alarms	Institute - Maintenance	1	17.50	3.50	21.00
Dyfed Alarms	Institute - Maintenance	1	100.00	20.00	120.00
Dwr Cymru	Pembrey Memorial Hall - Water charges	1	434.95		434.95
Parker Plant Hire	Floral Displays	9	37.50	7.50	45.00
Toppers	Cemetery - PPE Equipment	4	14.75	2.95	17.70
Toppers	Cemetery - PPE Equipment	4	14.32	2.07	16.39
JMS Aggregates	Floral Displays	9	205.20	41.04	246.24
Greenwell Power Tools	Cemetery - Equipment maintenance	4	34.66	6.93	41.59
Tradepoint	Institute - Maintenance	1	32.00	6.40	38.40
Biffa	Hall - Refuse costs	1	119.00	23.80	142.80
Biffa	Cemetery - Refuse costs	4	142.45	28.49	170.94
John Jones	Travelling cost	3	22.50		22.50
Parker Plant Hire	Burry Port Memorial Hall - Storage costs	1	58.80	11.76	70.56
Parker Plant Hire	Burry Port Memorial Hall - Storage costs	1	58.80	11.76	70.56
Action Surveillance	Burry Port Memorial Hall - Storage costs	1	330.00	66.00	396.00
Thomas Glass	Burry Port Memorial Hall - Maintenance	1	289.00	57.80	346.80
WD Swards	Civic expenditure	3	23.00		23.00
P. Jones	Burry Port Memorial Hall - Equipment	1	150.00		150.00
Travis Perkins	Copperworks - Maintenance	1	70.36	14.07	84.43
Travis Perkins	Copperworks - Maintenance	1	52.77	10.55	63.32
Tradepoint	Copperworks - Maintenance	1	36.63	7.35	43.98
Tradepoint	Copperworks - Maintenance	1	43.53	8.70	52.23
Tradepoint	Copperworks - Maintenance	1	8.58	1.72	10.30
SLCC	Admin - Subscriptions	3	187.00		187.00
Burry Port Male Choir Ladies Association	Special - Community grant	6	94.30		94.30
Burry Port Ladies Bowls Club	Special - Local grant	6	200.00		200.00
Burry Port Male Choir Pembrey & Burry Port Community Forum	Special - Local grant	6	100.00		100.00
BT	Special - Community grant	6	2500.00		2500.00
Consortium	Admin - telephone	3	12.34	2.47	14.81
Chivers Corner Garage	Toilets - Cleaning costs	1	116.41	23.30	139.71
British Gas	Cemetery - vehicle costs	4	203.59	40.71	244.30
British Gas	Burry Port Memorial Hall - Gas	1	480.62	96.12	576.74
British Gas	Copperworks - Electricity	1	19.76	0.98	20.74
British Gas	Institute - Electricity	1	276.61	55.32	331.93
British Gas	Pembrey Library - Electricity	1	122.45	6.12	128.57
British Gas	Burry Port Memorial Hall - Electricity	1	176.57	8.82	185.39
British Gas	Cemetery - Electricity	4	108.26	5.41	113.67
British Gas	OAP Hall - Electricity	1	30.52	1.52	32.04
Toppers	Cemetery - PPE Equipment	4	7.98	0.60	8.58
Parker Plant Hire	Burry Port Memorial Hall - Storage removal	1	110.00	22.00	132.00
Parker Plant Hire	Floral Displays	9	45.00	9.00	54.00

Parker Plant Hire	Burry Port Memorial Hall - Storage costs	1	86.40	17.28	103.68	
British Gas	Pembrey Memorial Hall - Electricity	1	63.89	3.19	67.08	
Communicorp	Admin - Subscriptions	3	12.00		12.00	
Post Office	Cemetery - Vehicle road licence	4	230.00		230.00	
Zurich Municipal	Admin - Insurances	3	12698.19		12698.19	
Zurich Municipal	Cemetery - Vehicle Insurances	4	941.42	89.43	1030.85	
SLCC	Admin - Conference fees	3	207.00	41.40	248.40	
British Gas	Copperworks - Electricity	1	19.50	0.97	20.47	
British Gas	Institute - Electricity	1	272.94	54.58	327.52	
British Gas	Pembrey Library - Electricity	1	96.34	4.81	101.15	
British Gas	Burry Port Memorial Hall - Electricity	1	164.03	8.20	172.23	
British Gas	Cemetery - Electricity	4	76.35	3.81	80.16	
British Gas	OAP Hall - Electricity	1	32.72	1.63	34.35	
Chivers Corner Garage	Cemetery - vehicle costs	4	85.09	17.01	102.10	
CJ Motors	Cemetery - vehicle costs	4	188.44		188.44	
Parker Plant Hire	Burry Port Memorial Hall - Storage costs	1	61.60	12.32	73.92	
CCC- Pensions Deficit	Salaries - Pension deficit	3	2600.00		2600.00	
Lee Fox	Admin - IT consumables reimbursement	3	176.63	35.33	211.96	
Mrs Huish - Xmas lighting reimbursement	Xmas lighting reimbursement	9	25.00		25.00	
Sewards - Xmas lighting reimbursement	Xmas lighting reimbursement	9	25.00		25.00	
John James	Mayoral Allowance	3	1030.00		1030.00	
Cathedral leasing	Burry Port Memorial Hall - Maintenance	1	64.98	13.00	77.98	
British Gas	Burry Port Memorial Hall - Gas	1	305.56	61.11	366.67	
Biffa	Cemetery - Refuse costs	4	119.24	23.85	143.09	
Biffa	Hall - Refuse costs	1	102.01	20.40	122.41	
Consortium	Admin - Office supplies	3	1.34	0.27	1.61	
Biffa	Cemetery - Refuse costs	4	119.24	23.85	143.09	
Biffa	Hall - Refuse costs	1	102.41	20.48	122.89	
HF James	Cemetery - Maintenance	4	528.00	105.60	633.60	
Tradepoint	Cemetery - Equipment	4	191.67	38.33	230.00	
Xerox	Admin - Photocopier costs	3	47.76	9.55	57.31	
				46554.02	3098.81	49652.83

### 3. Petty Cash

Llanelli Star	3	0.75	0.75
Burry bargains - Silicon sealant	3	1.99	1.99
Romero - keys	3	10.00	10.00
Burry bargains - cleaning materials	3	5.39	5.39
<b>Total payments made from petty cash</b>			
		<b>£18.13</b>	<b>£0.00</b>
		<b>£18.13</b>	

The RFO referred to the substantial list of expenditure items and advised that a number of these had been accrued back to the previous financial year. This includes a payment to Carmarthenshire County Council for a contribution towards vehicle activated signage on

Ashburnham Road, Pembrey. Another significant cost relating to the previous financial year was for the election of a new councillor in December 2015. The RFO also highlighted a number of payments to British Gas which again related to the previous financial year, although he advised that an amount was to be reclaimed in relation to a payment for the former Pembrey School building.

Following a query raised in relation to a payment to Carmarthenshire County Council for “pensions deficit”, the RFO clarified that this has resulted from a revaluation of the pension fund and there was a shortfall which the Council was required to pay. This is the annual amount which the RFO had made in one payment this year, although he advised that it had been paid on a monthly basis the previous year.

#### **4. Budget Monitoring**

The Budget monitoring report for the period 1st April to 30th June 2016 has been circulated to Members.

The RFO highlighted to members that as had been requested, he had separated the report into the various committees and the headings had been allocated to the relevant committee. It was requested that the committees should check that the headings relating to them are correct. The RFO also highlighted that net expenditure was overall within budget for year to date at 23.87%.

#### **5. Annual Return**

The Annual Return for the 2015-16 Financial will be circulated to members for approval.

The RFO advised members that the Annual Return had been submitted to the internal auditor. He circulated to members copies of the accounting statements for 2015 - 16, together with the Annual Governance Statement. A query was raised in relation to the precept for the year, as it was commented that this had only increased from the previous year by approximately £6,500. The RFO confirmed that the Town Council informs the County Council of the figure to be claimed in relation to the precept. A query was also raised in relation to an increase in staff costs, which was in excess of 10%. The RFO reminded members that the Council’s full time staff had increased. He further advised that any significant variances such as this are explained to the auditor.

The RFO also outlined the information set out in the Financial Accounts Report 2015 - 16, which he circulated. The income and expenditure account with budget comparison was in the same format as members were previously used to. Income exceeded budget expectations, although the RFO highlighted the fact that a large amount within this relates to the heritage trail project but even disregarding this figure, the Council has over achieved what was expected for income. Following a query, the RFO advised that the heritage trail project funds are kept separately on behalf of the organisation.

The RFO outlined the various items of expenditure. Employees’ costs, together with expenditure on administration and civic expenditure are all within budget. Expenditure on all other headings, namely Cemetery/Footpaths, Hall and Institute, Copperworks, former Pembrey School, Pembrey Memorial Hall and Special Projects were also within budget. The RFO highlighted that there was significantly less expenditure on the Hall and Institute from the previous financial year, being some £30,000, as there had been significant one off

refurbishment costs on the Memorial Hall during 2014/15. The RFO also highlighted some miscellaneous expenditure on the Copperworks site which related to seeking planning consent. Expenditure on the former Pembrey School was significantly less than the previous year, due to the premises having reverted to Carmarthenshire County Council. Also, there was considerably less expenditure on Pembrey Memorial Hall than the previous financial year and this was due to the fact that some remedial/refurbishment work had been undertaken when responsibility for the building was taken over by the Town Council from the County Council. The RFO also highlighted the fact that taking into consideration donations which had been received, there was approximately £5,000 less expenditure on floral displays from the previous year. However, also in relation to Special Projects, significantly more had been spent on community grants from the previous year, although other donations remained at approximately the same level.

The RFO advised members that the sum of £10,000 was being held in an earmarked reserve, for the potential transfer of services to the Town Council. He also outlined the movement in relation to reserves. Although general reserves decreased from the previous year, overall reserves were slightly increased due to an increase in earmarked reserves.

Cllr Michael Theodoulou queried when the Town Council’s capital assets were valued, which the RFO advised was during 2009. It was therefore suggested by Cllr Michael Theodoulou and agreed that consideration of obtaining new valuations be referred to the next Facilities Management Committee meeting.

**46. To consider the minutes of the Finance Committee meeting held on Tuesday 10<sup>th</sup> May 2016**

The minutes of the meeting held on 10<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.

The Clerk advised members that there had been no June meeting of this committee and this was as a result of the IT difficulties, as the RFO was unable to produce the usual necessary documentation. The Clerk also advised that as a result of the IT difficulties, the minutes of the May committee meeting had not been considered at the last Town Council meeting.

**47. 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/33951	Mrs Margaret Evan-Jones 22a Gwscwm Road Burry Port	Outline planning for 3 homes
S/33976	Laura Elston Golaur Harbwr Burry Port	Proposed changed of use from single dwelling to mixed use including a café/tea room/bed and breakfast and residential accommodation.
S/34017	Pembrey and Burry Port Town Council Land at Spillway, mouth of harbour	Large heritage board 2.337m width by 2.438 height

S/34019	Pembrey and Burry Port Town Council Land south west of the visitor centre, Pembrey Country Park	Large heritage board 2.337m width by 2.438 height
S/34021	Pembrey and Burry Port Town Council Land south of coastal path, (near parking area) Pembrey harbour	Large heritage board 2.337m width by 2.438 height
S/34022	Pembrey and Burry Port Town Council Land to the east of Old Tramway Road and north of the British Legion, Burry Port	Large heritage board of 2.337m width by 2.438 height
S/34085	Mr Les Cooper, Land adjacent to 1 Maesybryn Road, Pembrey	One detached dwelling (resubmission of S/33034 refused 7/01/16)
S/34077	Parker Brothers (Contractors) Ltd, Stuart Parker	Construction of 4 no detached bungalows with associated access and landscaping works

Prior to discussion of the applications, Cllrs Andrew Phillips and Mrs Moira Thomas reiterated the declarations of interest which they had made at the commencement of the meeting.

As Chair of the Town Council's Planning Sub Committee, Cllr Mrs Moira Thomas advised that there was a recommendation of approval for all application numbers, save for number S/34085. In relation to this planning application, the Interim TSS has spoken to the Planning Officer and it appears that there are some issues in relation to flooding.

Cllr David Owens advised that he was aware that County Councillor Hugh Shepardson had met with some of the residents on Gwscwm Road, Burry Port and as a result, there does not seem any issue in relation to application number S/33951.

Cllr Michael Theodoulou queried what area application S/34077 related to. Cllr John Hedley Jones advised that this related to potential development at Danlan Park and Cllr Mrs Shirley Matthews indicated that there were no objections from residents.

The Interim TSS referred to a pending planning application for 100 new dwellings off Mountain Road, Pembrey. Although a previous detailed letter was sent by the Clerk, setting out objections to the planning application, he suggested that a further letter be sent on behalf of the Council. This is due to the fact that the current revised application has addressed some of the previous concerns. This was agreed.

Following the discussions, members were happy to agree a recommendation to approve the applications, save for S/34085.

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

County Councillor Mrs Shirley Matthews informed members that there continued to be issues in relation to Pembrey Country Park. However, she advised that the plans for development and upgrading of the park are ongoing and although they are in draft form at present, they look quite promising.

Cllr Michael Theodoulou referred to the fact that there has been considerable public comment in relation to the Country Park and there is growing concern about what has been happening. County Councillor Mrs Shirley Matthews advised that she and County Councillor Hugh Shepardson had met with Mr Jake Morgan of Carmarthenshire County Council that morning, who confirmed that there are development plans for the park. County Councillor John James added that in relation to concerns over the manner in which the park has been run, these are being looked at by the Audit Committee and there is an ongoing enquiry.

Following a query raised, County Councillor Mrs Shirley Matthews reiterated that the plans have to be finalised and she believed that there would be consultation with the Town Council.

County Councillor John James informed members that as a result of an ongoing issue with trees in the Memorial Park, the County Council had engaged a tree surgeon, who formed the view that the majority of the trees would need to be cut down. County Councillor John James indicated that he hoped that these would subsequently be replaced. Cllr Michael Theodoulou referred to the Town Council's expression of interest in relation to the park and suggested that there should be a condition that the trees be replaced as otherwise, there would be increased flooding issues.

County Councillor John James reported that the new Ysgol Parc y Tywyn building is proceeding, although the final plans have not been completed. Nevertheless, it is hoped that all children will be in the new school by September 2018.

County Councillor John James also reported to members that he and County Councillor Mrs Pat Jones have been seeking information in relation to the Tesco project. A statement has now been given, to the effect that Tesco has surrendered its interest in the land. An agreement has been reached in relation to the surrender and the County Council will now be looking to re-market the site. County Councillor Mrs Pat Jones reminded members that money for the new youth club came from the proposed sale to Tesco.

#### **49. To consider the Mayor's report**

Firstly, the Mayor, Cllr John James thanked all members who had attended his recent civic service as well as those who had been involved in its organisation and had participated.

The Mayor reported that he had attended Ysgol Parc y Tywyn's performance of the Wizard of Oz. He had also recently attended civic services arranged by Carmarthenshire County Council and Llanelli Rural Council.

The Mayor referred to the recent judging of this year's Wales in Bloom campaign and the reception which had been held at Pembrey Memorial Hall, where there was representation from organisations and individuals who had assisted with the campaign.

The Mayor advised that his charity rock concert had gone well, although it would have been desirable to have slightly better attendance.

The Mayor referred to the very successful carnival and also the Songs of Praise event. He reported that on the evening of the carnival, he had also attended a concert at Jerusalem Chapel, the proceeds of which were being donated to a lung cancer charity.

Lastly, the Mayor reported that he had received a request for the Town Council to show its support against anti-hate crimes. He therefore suggested that an item be placed on the agenda for the next Town Council meeting, which was agreed.

**50. To consider the possibility of setting up a ‘Pride in your Patch’ volunteer litter picking group**

The Mayor referred to the fact that this issue had briefly been discussed at the last Town Council meeting. He advised that there are other areas within the County which are participating with this initiative. The Mayor confirmed that the coordinator, Mr Brian Mogford is going to set up a meeting. He will carry out risk assessments of the areas and an induction course on what is required. The Mayor also advised that there is already an initiative called “Tidy Tuesdays” where volunteers assist with litter picking.

Following this update, members **APPROVED** that the Town Council engage in the “Pride in your Patch” initiative.

**51. To consider/ approve a recommendation from the Regeneration and Community Services Committee meeting of 7<sup>th</sup> July 2016 to appoint Cllr Mrs Shirley Matthews as the Town Council representative to the Board of Friends of Burry Port Harbour**

Cllr Michael Theodoulou referred to the recent Regeneration and Community Services Committee meeting which all members had been invited to, where he had given a presentation. He advised members that there needs to be founding members on the Burry Port Harbour Development Trust. The Town Council will be one of these and needs to appoint a representative to this new organisation. He clarified that Cllr Robert John will continue as the Town Council’s representative on the Friends of Burry Port Harbour.

Cllr Michael Theodoulou advised that the Town Council needs to consider making two resolutions. Firstly, it needs to resolve to agree to be a founding member of Burry Port Harbour Development Trust and secondly, subject to this, needs to appoint a representative.

Cllr Ken Edwards queried whether the Council would be a trustee. Cllr Michael Theodoulou clarified that the Town Council would be a founding member, as it is a company limited by guarantee. Cllr Ken Edwards also queried if a fee had to be paid to be a board member. Again Cllr Michael Theodoulou clarified that this is limited to £1 but is not paid up front.

Following the clarification, it was proposed and **APPROVED** that the proposal be amended to relate to the appointment of a representative to the Burry Port Harbour Development Trust. In making such an appointment, it is implicit that the Town Council would be agreeing to the Town Council being a founding member.

It was unanimously **RESOLVED** that Cllr Mrs Shirley Matthews be appointed as the Town Council representative to the Board of Burry Port Harbour Development Trust.

**52. To consider communications received**

1. Email of 20<sup>th</sup> June 2016 from the Community Safety Manager of Carmarthenshire County Council. This relates to a query recently raised by Cllr Robert John at the Town and Community Council Liaison Forum regarding CCTV cameras in Burry Port centre (**copy attached**).

***Cllr Robert John indicated that there appears to be a discrepancy in the information being provided. He believed that the maintenance of the CCTV was the County Council's responsibility, although he does not know whether this has changed. He also referred to the fact that the new Dyfed Powys Police and Crime Commissioner is reviewing the position on CCTV.***

2. Email of 20<sup>th</sup> June 2016 from Cymdeithas Cymru. This advises that the County Council is collating a five year strategy to promote and facilitate the use of the Welsh language, which should be completed by October this year. This is following the last census results showing that Carmarthenshire saw the biggest decline in the number of Welsh speakers in Wales. The email further advises that the next Tynged yr Iaith Sir Gar meeting will be held on Saturday 17<sup>th</sup> September at 10am at Yr Atom, Carmarthen. Present at the meeting will be Cllr Cefin Campbell, (Vice Chair of the Welsh Language Advisory Panel), Cllr Calum Higgins, Cllr Mair Stephens (Cabinet Member with responsibility for the Welsh language), Paul Thomas (Assistant Chief Executive with responsibility for People Management), together with officers who have been working on the Council's strategy. The meeting will be conducted in Welsh but translation facilities can be provided, with prior notification.

***It was APPROVED that anyone interested in attending should notify the Clerk.***

3. Email of 29<sup>th</sup> June 2016 from One Voice Wales regarding a seminar to be held on Tuesday 13<sup>th</sup> September 2016 from 9am until 1pm at the SWALEC Stadium, Cardiff. The seminar is entitled "The Strategic Importance of Digital". It is being run by The Good Practice Exchange at the Wales Audit Office, in partnership with Good Practice Wales, Welsh Local Government Association, Welsh Government, Wales Council for Voluntary Action and Y Lab. It will examine how public services develop the right skills and culture to move from analogue to digital services. Further information on the event is available on the Wales Audit Office website, where attendees can also book online.  
***Noted.***
4. Email of 1<sup>st</sup> July 2016 from One Voice Wales, forwarding a Written Statement from Mark Drakeford, the Cabinet Secretary of Finance and Local Government, announcing further detail on the collection and management arrangements for Welsh devolved taxes from April 2018, **(copy attached)**.  
***Noted.***
5. Letter dated 5<sup>th</sup> July 2016 from a local resident in commendation of the recent carnival/three day event, **(copy attached)**.  
***Noted.***
6. Email of 7<sup>th</sup> July 2016 from One Voice Wales, forwarding information on the Active Travel Consultation. It refers to the Active Travel (Wales) Act 2013, which commenced during September 2014. The Act requires Local Authorities to continuously improve facilities and routes for pedestrians and cyclists and to prepare maps identifying current and potential future routes for their use. The Act also requires new road schemes (including road improvement schemes) to consider the needs of pedestrians and cyclists at design stage. The initial public consultation period on the Audited First Phase Routes ended on 10<sup>th</sup> January 2016. However, a further six week public consultation on the additional audited routes (Second Phase Routes) commenced on 4<sup>th</sup> July 2016 and runs

until 15<sup>th</sup> August 2016. The maps are available to view on the following link <https://www.gwynedd.llyw.cymru/en/Council/Have-your-say/Recent-consultation-results/Active-travel.aspx> and any consultation documents are to be sent to [active-travel@gwynedd.gov.uk](mailto:active-travel@gwynedd.gov.uk)

*Noted.*

The Clerk also updated members that two emails had been received since the agenda was sent out, making favourable comments in relation to the new lighthouse construction on Moreb roundabout, details of which she outlined.

### **53. Report of elected members**

Cllr Michael Theodoulou informed members that there had been a membership drive in relation to the Friends of Burry Port Harbour at the recent carnival event. This had been very successful in terms of completed membership applications.

Cllr John Hedley Jones reported that he and the Mayor, Cllr John James had attended the recent PCSO training session, which they, as well as the PCSOs had benefited from.

### **54. To consider the report of the Clerk on Matters of Administration**

1. Further to discussions at the last Town Council meeting, confirmation has now been received that the Dyfed-Powys Police and Crime Commissioner, Mr Dafydd Llywelyn will be attending for an open meeting on Tuesday 2<sup>nd</sup> August 2016 at 6pm.

*Noted.*

2. The Clerk, together with Cllr John James and Cllr Geraint Davies attended a Code of Conduct training session presented by the Deputy Monitoring Officer of Carmarthenshire County Council on 16<sup>th</sup> June 2016. At the training session, a concise guide to determining whether a personal or prejudicial interest exists was circulated (**copy attached**). Members are urged to utilise this quick guide to decide whether it is necessary to declare an interest.

*Noted.*

3. Email on 14<sup>th</sup> July 2016 from One Voice Wales, forwarding information from Welsh Government. This refers to higher rates of Stamp Duty Land Tax on purchases of additional residential properties having come into effect on 1<sup>st</sup> April 2016. This existing UK Government tax is being reviewed in Wales, as part of the Land Transaction Tax legislation being introduced in September 2016. Stamp Duty Land Tax is being devolved and will be replaced in Wales by Land Transaction Tax in 2018. Information on the implications of the higher rate of Land Transaction Tax in Wales and how it may impact on policy areas such as housing, tourism and local taxation is set out in a Welsh Government Treasury Paper recently issued (a copy of which is with the Clerk). The Welsh Government is seeking views on these important changes and there is a survey which closes on 31<sup>st</sup> August 2016.

*Noted.*

4. Email on 15<sup>th</sup> July 2016 from One Voice Wales, forwarding information from the Welsh Government. This refers to responses received to the Draft Local Government (Wales) Bill Consultation, which ran between the 24<sup>th</sup> November 2015 and 15<sup>th</sup> February 2016. All the responses received have now been summarised in a report,

which is available on the Welsh Government's website at [http://gov.wales/consultations/localgovernment/draft-local-government-\(wales\)-bill-consultation/?lang=en](http://gov.wales/consultations/localgovernment/draft-local-government-(wales)-bill-consultation/?lang=en). The Cabinet Secretary for Finance and Local Government, Mark Drakeford, issued a written statement on the consultation summary report on 12th July 2016. In this, he indicates that there was support for many of the wider reform aspects of the draft bill, particularly those aimed at improving governance and the quality of services. However, he reports that there was no consensus on the future structure of Local Government. Whilst the case for change is clear and widely recognised, the responses do not provide a similar agreement to solutions to some key challenges. It is stated that all of the options will be considered by the Minister over the summer period and a further statement will be provided in the autumn.

*Noted.*

5. As referred to at a previous Town Council meeting, the Annual One Voice Wales conference is to be held on Saturday 1<sup>st</sup> October 2016 at the Royal Welsh Showground, Builth Wells. The theme for the conference is "The Challenges of Transformation and Collaboration for Community and Town Councils". The guest speakers announced are Mark Drakeford AM, Cabinet Secretary for Finance and Local Government, who will be talking about the challenges facing Local Government in Wales and its relevance to the Community and Town Council sector and how the sector can play its part in sustaining local services in Wales; Peter Davies CBE, Chair of Wales Council for Voluntary Action, who will be talking about the work of the organisation and how Community and Town Councils can work collaboratively with the Third Sector in Wales for the benefit of local communities; Sophie Howe, Future Generations Commissioner, who has been invited to talk about the role of the Future Generations Commissioner, as well as the impact that the Well-being of Future Generations Act will have on the Community and Town Council Sector in Wales.

*Cllr Ken Edwards indicated that he would attend as one of the Town Council's One Voice Wales representatives. He also suggested that Cllr Mrs Jean Hire be asked to attend, as the Town Council's other One Voice Wales representative.*

6. It was resolved that under the Public Bodies (Administration 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:

Minutes of the Civic Governance and Personnel Committee meetings of 9<sup>th</sup> May 2016 and 17<sup>th</sup> May 2016