

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 21<sup>st</sup> September 2016**

**Present: Councillor John James (Mayor)**  
**Councillors Geraint Davies, Ken Edwards, Robert John, Mrs Pat Jones, Mrs Shirley Matthews, David Owens and Michael Theodoulou.**

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

**(Former OAP Hall 7.00pm – 9.10pm)**

**55. Opening Prayer**

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

**56. Personal Matters**

Apologies were received from Cllrs Malcolm Davies, John Hedley Jones, Mrs Susan Northam, Andrew Phillips, Mrs Moira Thomas, Mrs Mary Wenman, Hefin Williams and County Councillor Hugh Shepardson.

As this was the first Town Council meeting since the sad loss of Cllr Mrs Jean Hire, the Mayor paid tribute to her and requested everyone present to stand for a minute's silence as a mark of respect.

The Mayor also informed members that Mr Lee Fox had been appointed to the permanent post of Technical Services Officer the previous day and he formally welcomed him.

**57. 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.

**58. Police Business**

PCSO Trudi Scandone was in attendance. She firstly apologised for the lack of police presence at Town Council meetings in recent months. She presented the police report, as follows:

**Council Monthly Report August 2016**

During the month of August 39 Crimes have been reported in the Burry Port Section on par with last year. All the crimes have been recorded.

Within the month of August, officers have attended 169 calls, of which; 48 were an immediate response, 59 had to be answered within the hour, 62 were scheduled simply needing attendance and 25 did not need a response.

Crimes of note are:

### **Criminal Damage**

There have been 8 cases of criminal damage.

### **Burglary**

There have been 5 burglaries recorded in the area of Burry Port, 2 of these relating to the memorial hall - all enquiries on-going.

### **Anti-Social Behaviour**

There were 24 anti-social behaviour calls, the increase this month due to school holidays.

### **Road Traffic Accidents**

There have been 5 recorded accidents in Burry Port area, none fatal.

Cllr Robert John referred to the fact that crime statistics had been circulated within the Town Council papers for the meeting but these included other areas in addition to Pembrey and Burry Port. The information received also indicated that the local police were unable to provide the Council with statistics for just its own area. Cllr Robert John commented that to his knowledge, it was not a particularly onerous task to extract information for Pembrey and Burry Port only.

Cllr David Owens queried whether the reported burglaries related to domestic or business premises. PCSO Trudi Scandone advised that she did not have this information but confirmed that all of the burglaries were in the process of being investigated. It was commented by members that it would be beneficial to have some more accurate information, to include anonymised background information to the statistics.

There was some discussion that there should be better dialogue between the Council and the police. It was therefore proposed and **APPROVED** that the Inspector be requested to attend the next Town Council meeting to discuss how the dialogue can be improved. PCSO Trudi Scandone confirmed that she would take back this request. However, she advised that the Inspector is only here for three months and that this time is nearly at an end. Accordingly, the Mayor requested that should the Inspector be unavailable, then the Sergeant alternatively attend the next meeting.

### **59. To confirm the minutes of the meeting held on 20<sup>th</sup> July 2016**

The minutes of the Town Council meeting held on Wednesday 20<sup>th</sup> July 2016 were accepted as a true record.

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

### **P26 (39) Police Business**

The Mayor updated members that a planning application has now been submitted to extend Burry Port Police Station.

Cllr David Owens referred to the previous discussions regarding traffic enforcement along Station Road, Burry Port. He reported that it is still chaotic on Station Road at peak times, being around 8.15/8.30am and around 3pm, when children are being taken to and collected from school. Cllr Mrs Shirley Matthews referred to the recent triathlon held locally in Burry Port, which was marshalled by the RNLI. During the event, traffic wardens had issued penalty notices to many people in attendance, including the organisers. The Mayor, Cllr John James advised that this issue is being looked into by the County Council and a meeting is scheduled to consider it on 6<sup>th</sup> October. Following a suggestion that the Clerk write to the County Council to highlight the difficulties at peak times and stressing the Council's concerns, it was agreed that Cllrs John James and Mrs Pat Jones will initially report the matter to the necessary officers at the County Council and subject to the outcome of this, consideration can then be given to a formal letter being sent.

### **P29 (42) Technical Services report (5) – Health and Hygiene**

Cllr David Owens commented that if any change to the hours and duties of staff is being considered, then this should be referred to the Civic Governance and Personnel Committee. Cllr Michael Theodoulou clarified that the Facilities Committee would make recommendations to the Civic Governance and Personnel Committee based upon information reported by the TSO.

## **61. Technical Services Officer's Report**

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

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

During the month of July 2016 there have been the following:

- 1 Opening of graves
- 4 scattering of ashes
- 1 burial of ashes.

During the month of August 2016 there have been the following:

- 1 Opening of graves
- 2 scattering of ashes
- 1 burial of ashes.
- 1 Construction of Headstone.

### **1.2 Foot Paths**

**July** : Shoreline 71/29, Tanybryn 71/27, Gorse Site, Ship Aground 57/61, Embankment 57/60, Court Farm 57/50, Engine Inn.

**September** : Moreb 57/83. The Level 71/22. Copper Works School. Cage Walk 71/24  
Furnace Road 71/30. Furnace Field 71/13. Lookout 71/13.  
Memorial Gardens. Isgraig 71/09 Pinged Marsh 57/53. Pinged Bog 57/41  
Elkington/Stepney Road. Engine Inn, Moreb/Harbour/Clwb Bach Roundabouts. Stepney  
Road School (opp) Memorial Park. Neptune.  
Pembrey Community Centre.

## **2. IT Infrastructure.**

We are in the process of reviewing the SLA Agreement with Carmarthenshire County Councils IT Department. Lyn Price is dealing with our IT and we await key information. We have ordered a new PC which has the capability to run effectively and cope with the storage and performance required on the Administration Assistants day to day tasks. Carmarthenshire County Council are currently awaiting stock. Once the stock is received we will then receive an installation date.

The IT Hardware is out of date and will require an improvement plan for future benefit. (3 Year plan). The request was put in to enable a Bubble back up as well as cloud storage. This will enable us to safely store all our data and also have the ability in the event of an emergency work remotely. Lyn Price (CCC) IT Consultant has updated the council and has suggested our system update. Microsoft Office 365 has the ability and features to serve us as a secure compatible system. A full discussion and IT structure meeting for external individuals is set for 15/09/2016. A full presentation has been received.

## **3. CCTV**

We have had the Installation for the new Remote Access CCTV System. Training was provided and the system project will be rolled out over the next few weeks. The upgrade will provide us with swipe access fobs and remote feature of alarming our buildings from a remote device.

## **4. Copperworks School**

4.1 Welsh water actioned a late request from last year to cut the supply to the Copperworks School. There was no warning of the actual cut of date. On speaking to Welsh Water an email was forwarded with actual confirmation. This information was due to the fact that there was a large under floor leak and the property was to be demolished. We have now had to resubmit in house planning with Welsh Water for a new connection to feed the band room and boiler system. Welsh Water has received all the information required and can take up to 6-8 weeks prior to the application being submitted. Quotes will be needed to connect the supply by a registered plumber. Quotes have been obtained to connect the supply of water to the connection with the Copperworks (Band Room). We await the connection date from Welsh Water.

4.2 The indicated hazards pointed out by Carmarthenshire's County Council Building inspector Steve Pound on The Copper Works Site have now been actioned. New herras fencing has been installed with Health & Safety Signs ensuring safe and secure zone.

4.3 We have carried out through subcontract an additional bat survey as requested by the County Council planning department for the second phase of development on the band room. (Copperworks Site) We will receive the evaluation in September.

4.4. British Gas / Electricity Supply- Disconnection service through Western Power. We have received a quotation for disconnection of The Copperworks School. The quotation has been actioned and we await a cut-off date.

## **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. The review will follow in September. We will require a full kitchen degrease.

## **6. Pembrey Memorial Hall**

We received two separate concerns from members of the public for the condition of the trees at Pembrey Hall. The Technical Services Supervisor and Councillor David Owens have visited the properties and conducted a visual inspection. It was decided to obtain a quotation for a full report by a qualified tree Arborist. Liz Phillips has conducted the survey and reported that two trees will have to be removed. During the report a breakdown of future maintenance is included and all the trees are tagged for identification. Costs for the removal of the trees will be discussed in the next facilities meeting.

In relation to item 1.2 (Footpaths), Cllr Michael Theodoulou queried what this information related to. The TSO advised that the numbering related to the grid reference markings. The Mayor, Cllr John James confirmed that this format had always been used to provide information on the cutting of footpaths.

With regard to item 3 (CCTV), Cllr Robert John emphasised the benefit of CCTV in investigating crimes, as highlighted in recent weeks. Following a query in relation to how the new system operates, the TSO advised that he has prepared a full report which would be taken to the next Facilities Management Committee meeting. However, he provided an overview to explain the system. He advised that it enables the setting and deactivation of alarms from a PC, laptop or mobile phone. It also enables the monitoring of CCTV from such devices, which is particularly beneficial if a member of staff is alone in the Memorial Institute building. Cllr David Owens again emphasised that if the new system could result in an impact on a member of staff's job, then this needs to be referred to the Civic Governance and Personnel Committee.

## **62. To consider the minutes of the Facilities Management Committee meeting held on Tuesday 28<sup>th</sup> June 2016**

The minutes of the meeting held on 28<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.

### Matters arising

#### P1 (5) Update on safety issues in relation to the Copperworks site

Cllr Michael Theodoulou updated members that the application for outline planning consent has now been lodged. Also, some work has been undertaken in relation to the tidying up and securing of the site, as detailed in the TSO's report.

## P2 (7) Further consideration of bar facilities at Burry Port Memorial Hall

Cllr David Owens referred to the Task and Finish Group which had been set up in relation to this issue. This group has already met on two occasions and positive progress has been made. Following Cllr David Owens querying the expenditure in relation to the creation of a hatch, it was confirmed that this will not be actioned now, as the working group's meetings have superseded this decision.

## P3 (9) Update on Boxing Club in the former snooker room

Cllr Michael Theodoulou updated members that the Boxing Club had opened earlier in the month. The club is doing well, having reached its target membership of 60 members by the end of its first week and there is now a waiting list for membership. He emphasised that the Town Council should be proud of its efforts in facilitating the opening of the club.

## **63. To consider the minutes of the Regeneration and Community Services Committee meeting held on Thursday 7<sup>th</sup> July 2016**

The minutes of the meeting held on 7<sup>th</sup> July 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record. A query was raised regarding the reported attendance of Cllr Stephen James at the meeting, as he is no longer a member of the Committee. However, it was clarified that due to the presentation being given regarding the Friends of Burry Port Harbour Group, an invitation had been extended to all Councillors to attend the meeting.

There were no matters arising.

## **64. 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 31st July 2016 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Business Instant Access account	217,772.80		217,772.80
Community Account	33,449.80		33,449.80
Imprest account	2,591.92		2,591.92
	<b>£253,814.52</b>	<b>£0.00</b>	<b>£253,814.52</b>

### **2. Schedule of accounts paid**

The following accounts have been paid from 1st to 31st July 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u>	<u>VAT</u>	<u>Total cost</u>
-	-	-	<u>£</u>	-	<u>cost</u>

Toppers	Cemetery - PPE	4	15.36	3.07	18.43
Toppers	Memorial Hall - Cleaning equipment	1	72.84	14.57	87.41
British Gas	Memorial Hall - Electricity	1	85.88	4.29	90.17
Powercut	Cemetery - equipment maintenance	4	61.67	12.33	74.00
Lyreco	Admin - stationery	3	100.33	20.07	120.40
Lyreco	Admin - stationery	3	53.44	10.69	64.13
BT	Telephone	3	20.00	4.00	24.00
S. Chilvers	Admin - website	3	154.50		154.50
Biffa	Cemetery - Refuse costs	4	149.05	29.81	178.86
Biffa	Hall - Refuse costs	1	124.48	24.90	149.38
Parker Plant Hire	Memorial Hall - storage	1	61.60	12.32	73.92
Parker Plant Hire	Floral displays	9	80.00	16.00	96.00
Travis Perkins	Floral displays	9	236.65	47.33	283.98
Travis Perkins	Floral displays	9	170.80	34.16	204.96
Consortium	Memorial Hall - Cleaning materials	1	148.70	29.76	178.46
Coopers Drainage Supplies	Floral displays - Moreb roundabout	9	265.00	53.00	318.00
BT	Admin - telephone	3	40.00	8.00	48.00
JMS Aggregates	Floral displays - topsoil	9	89.99	18.00	107.99
Consortium	Admin - office equipment	3	50.89	10.18	61.07
Chivers Corner Garage	Cemetery - vehicle costs	4	193.22	38.64	231.86
Consortium	Youth Club contribution	9	19.98	4.00	23.98
Consortium	Youth Club contribution	9	329.99	66.00	395.99
BT	Admin - telephone	3	193.39	38.67	232.06
Parker Plant Hire	Floral displays	9	80.00	16.00	96.00
Llanelli Trailer Centre	Cemetery - vehicle costs	4	282.67	56.53	339.20
S. Matthews	Civic Ceremony expenditure	3	31.27	6.26	37.53
S. Matthews	Civic Ceremony expenditure	3	65.76	13.15	78.91
Powercut	Cemetery - equipment maintenance	4	72.43	14.49	86.92
Mike Clarke Printing	Civic Ceremony expenditure - programmes	3	167.00		167.00
CCC	IT - Computer domain	3	13.50	2.70	16.20
WD Swards	General Civic expenditure	3	23.00		23.00
John Jones	Travelling cost	3	34.20		34.20
Consortium	Admin - office equipment	3	133.79	26.76	160.55
British Gas	Burry Port Memorial Hall - Gas	1	138.61	6.93	145.54
British Gas	Pembrey Memorial Hall - Electricity	1	137.31	6.87	144.18
British Gas	Copperworks - electricity	1	19.76	0.98	20.74
British Gas	Institute - Electricity	1	190.51	9.52	200.03
British Gas	BP Memorial Hall - Electricity	1	188.10	9.40	197.50
British Gas	Cemetery - Electricity	4	40.94	2.04	42.98
British Gas	OAP building - Electricity	1	32.79	1.63	34.42
Cymdeithas Cymrodion	Special - Donations	9	100.00		100.00
1st Burry Port Guides	Special - Donations	9	200.00		200.00
Dementia Carers Group	Special - Donations	9	200.00		200.00
Powercut	Cemetery - equipment maintenance	4	81.94	16.39	98.33
			4951.34	689.44	5640.78

### 3. Petty Cash

Payments made from 1st to 31st July 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
-	-	-	-	-	-
Post Office	Stamps	3	119.00		119.00
Burry Bargains	Bleach	3	1.00		1.00
Burry Bargains	Batteries	3	5.49		5.49
Fotoworld	Photos - (Wales in Bloom)	3	13.00		13.00
Post Office	Phone card	3	10.00		10.00
Artavia Picture Framing	Artavia Picture Framing	3	30.00		30.00
Post Office	Postage	3	2.81		2.81
Post Office	Phone top up	3	10.00		10.00
<b>Total payments made from petty cash</b>			<b>191.30</b>	<b>£0.00</b>	<b>£191.30</b>

The RFO highlighted the bank balances. He advised that in terms of expenditure, there were no unusual items on the schedule of payments. Also, there were no unusual items of petty cash.

### 4. Budget Monitoring

The Budget monitoring report for the period 1st April to 31st July 2016 has been circulated to members. As agreed, this continues to be in the format of the individual committees. The RFO confirmed that the whole report is considered by the Finance Committee and that this had been done at the meeting the previous week. Individual committees then consider the budget monitoring which specifically relates to its own income and expenditure.

The RFO advised that at this point in the financial year, income and expenditure should be around 33% of the budget.

#### Finance Committee

The RFO highlighted that income and expenditure is presently over budget.

#### Facilities Management Committee

Income is slightly below budget for the year to date. However, the RFO advised that as at the date of the budget monitoring report, a number of annual and quarterly invoices had not been sent out. These have since been issued and most of the income has been received. Following a query as to why invoices had not been sent out on time, the RFO advised that this was due to a delay in him being able to complete the Annual Return. The Vice Chairman of the Finance Committee, Cllr David Owens indicated that it had now been agreed that information would be reported to the Finance Committee on a quarterly basis in relation to what invoices have been sent out and which have been paid. He also referred to the fact that at the Finance Committee meeting the previous week, the Committee had considered a report on major contractors and it is intended that a similar report be considered on a bi-annual basis. A query was also raised in relation to whether the Finance Committee is monitoring the period of time

for the payment of bills by the Council. Cllr David Owens confirmed that this had not been done to date but it will be considered in due course.

In relation to expenditure, this is overall well within budget. However, the RFO emphasised that some large payments would be made later in the year, such as footway lighting and the loan repayment on the Memorial Hall.

#### Civic Governance and Personnel Committee

Expenditure in relation to this committee is within budget. As expected, the largest expenditure for the committee is employees' costs

#### Regeneration and Community Services Committee

Again, expenditure is well within budget for this committee.

The RFO highlighted that overall, the Council's net expenditure is within budget at just under 28%.

Cllr David Owens referred to the fact that at the most recent Finance Committee meeting, there had been discussion regarding whether a committee needed to seek an additional budget for certain expenditure. It had been agreed that if a committee needs to incur expenditure which had not been anticipated at the time of the setting of its budget, then initially, it should look to try to cover the cost from another budget heading rather than seeking to do so from reserves. Cllr Michael Theodoulou emphasised that this necessitated each committee having regular budget monitoring reports and ideally, these should be sent out with the agendas, so that up to date information was readily available and could be considered.

The RFO also advised members of the up to date position in relation to the submission of the Annual Return. He confirmed that at the July meeting, the Annual Return had been considered and accepted, subsequent to which it had been signed and submitted. Although the external auditor had been made aware of the fact that there was a legitimate reason for the late filing of the Annual Return, as a result of the difficulties with the IT system, it had resulted in a qualified report due to the deadline of the 30<sup>th</sup> June being a statutory requirement.

#### **65. To consider the minutes of the Finance Committee meeting held on Tuesday 12<sup>th</sup> July 2016**

The minutes of the meeting held on 12<sup>th</sup> July 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.

#### **66. 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/34161	C Jenkins 64 Dolau Fan Road Burry Port	Extend above existing garage to provide an additional bedroom and dressing area along with a garage conversion into a

		living space together with alternations to existing car parking arrangements. <b>APPROVED</b>
S/34212	K Mullins Brynheulog, Heol Dandorlan Burry Port	Proposed first floor extension above existing integral garage to provide an ensuite master bedroom. Dormers to front and rear roof elevations. <b>APPROVED</b>
S/34268	Allan Peters 2 St Marys Rise Burry Port	Demolish existing garden wall and replace with rock face wall to match front. <b>APPROVED</b>
S/34262	CCC Corporate Property Site 8, South of Burrows Terrace, Burry Port	Approval of reserved matters is sought for site access and ancillary access to Llanelli Sand Dredging Ltd, appearance, scale, layout, landscaping of proposed primary school development with associated infrastructure and enabling works, together with the discharge of condition Nos 2, 6, 7, 8, 11, 12, 13, 15, 17, 18, 20 and 22 attached to outline planning permission S/30600. <b>APPROVED</b>
S/34309	Mr Thomas Evans 10 Dyffryn Burry Port	Proposed single store toilet extension at front/side of property. <b>APPROVED</b>
S/34357	Elaine Jenkins Land at Bryn Terrace, Graig Burry Port	Reserved matter (outline S/23048) and VOC S/28880) access, appearance, landscaping, layout and scale. <b>APPROVED</b>
S/34390	Gareth Potter Bronyde Gwscwm Road	Single storey front extension, balcony to the side elevation and elevated decking structure to hill side. <b>APPROVED</b>

The TSO advised that there had been no meeting of the committee due to the unavailability of members. There were no observations from any Councillors and as no Councillor had been approached in relation to any of the applications, it was agreed that there be a recommendation to approve them.

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

County Cllr Mrs Pat Jones reported that she had recently been speaking with the Executive Board member for Housing regarding the proposed building of bungalows on the Glanmor Terrace site, in an attempt to pursue this further.

There was no report from County Cllr Mrs Shirley Matthews.

County Cllr John James informed members that construction of the new Welsh school is to be progressed and pupils should be in the school by early 2018. He also advised that the land known as Scotts Yard is to be placed upon the market for sale by the County Council. The County Council is also looking to sell the car park adjacent to it where the recycling facility is

positioned. Alternative locations are being looked at for the replacement of this facility and there has also been a suggestion of ‘feeder’ sites, for example bottle banks at different locations in the area.

Cllr Geraint Davies arrived at the meeting at 7.50pm.

There was some discussion in relation to the siting of a recycling facility. Members were of the view that the facility should remain at its existing site, especially having regard to the projected needs of the town. It was therefore agreed that this should be strongly communicated to the County Council.

County Councillor John James updated members that the Scrutiny Committee is considering a new scheme for garden waste the following week, following which he will have more information. He believes this entails some form of new bin scheme.

County Councillor John James informed members that in relation to proposed asset transfers, the Labour party had submitted a motion challenging the position on the deadline for completion of the asset transfers. Presently, it is being stated that maintenance grants will be reduced if completion takes place after 31<sup>st</sup> March 2017. Accordingly, it is intended that pressure be exerted in order to urge that common sense be exercised. Presently, the County Council views the position as an incentive to those who have not come forward at all regarding proposed asset transfers.

County Councillor John James referred to developments which would be of interest to the Friends of Burry Port Harbour Group, specifically in relation to an intention to create a playground at the harbour. He advised that Cllr Mrs Pat Jones and himself are requesting the sum of £100,000 of Section 106 money in order to install equipment on site. He further advised that he believes there will be a tea room shortly opening on the harbour. Cllr Michael Theodoulou indicated that the Friends of Burry Port Harbour are grateful to the two County Council members for their efforts relating to the proposed playground. He further confirmed that a specific site around the harbour has been identified where they would like the playground to ideally be placed, namely opposite Chandlers Yard. Also, potential layout plans are being considered for the playground.

#### **68. To consider the Mayor’s report**

The Mayor Cllr John James informed members that it had been a busy period over July and August and he thanked the Deputy Mayor, Cllr David Owens for being able to deputise in attending some events, together with his wife.

The Mayor referred to various events which he had attended, namely the Burry Port Town Band’s Annual Concert, the launch of the new cycling/walking path link in Pembrey, the charity golf day, the opening of the new Boxing Club, which was attended by Enzo Maccarinelli, the Annual Gardening Show, the Dementia Carers’ Support group afternoon tea, the Aikido competition, two litter pick events, a fashion show at St Mary’s Church, the Methodist Church’s 150<sup>th</sup> year anniversary service, which was conducted by the Reverend Lord Leslie Griffiths, the blessing of the Elkington plaques and a British Legion event. Also, the Mayor referred to two successful events which the Council had assisted in organising, namely the mini Olympics held at the Memorial Park and the Last Night of the Proms held at the Memorial Hall.

**69. To consider the appointment of a new member to the Civic Governance and Personnel Committee and the Facilities Management Committee**

It was proposed and **APPROVED** that Cllr Mrs Shirley Matthews be appointed as a member to the Civic Governance and Personnel Committee.

Following discussion, it was felt that it was unnecessary to appoint a new member to the Facilities Management Committee, as there were still sufficient members.

**70. To consider the appointment of a new One Voice Wales representative**

It was proposed and **APPROVED** that Cllr Michael Theodoulou be appointed as the new One Voice Wales representative. The Clerk advised that there was an Annual Conference and AGM due to be held on the 1<sup>st</sup> October, which Cllr Ken Edwards was already due to attend. Cllr Michael Theodoulou confirmed that he was also able to attend this event and therefore the Clerk will make the appropriate booking.

**71. To consider/approve new rules and regulations for Burry Port Cemetery**

Cllr Ken Edwards, being the Chair of the Burial Sub Committee thanked Cllrs John Hedley Jones, Mrs Shirley Matthews and Robert John for their work and assistance on this sub committee. He also wished to extend thanks to the Cemetery Superintendent.

Cllr Ken Edwards outlined that when a report had been received from the Cemetery Manager of Llanelli Joint Burial Authority, there had been a number of issues identified. However, when the matter was looked into, it was established that not all of the issues raised were entirely justified, as due to lack of communication, not all relevant information had been provided. Cllr Ken Edwards advised that subsequently, Cllr John Hedley Jones has updated a Rules and Regulations document, which has been considered by the Burial Sub Committee and also the Cemetery Superintendent. The final draft of this document had been circulated to members with the agenda, for their consideration in advance of the meeting. Cllr Ken Edwards also explained that further work is being undertaken in relation to finalising a document regarding the day to day administration of the cemetery.

Cllr Michael Theodoulou also informed members that the draft Rules and Regulations had been considered by the Facilities Management Committee and it had given its full approval and recommendation to the Town Council.

Following discussion, it was proposed and unanimously **RESOLVED** that the new Rules and Regulations for Burry Port Cemetery be adopted.

**72. To consider the Council's stance on anti-hate crimes (referral from the Town Council meeting of 20<sup>th</sup> July)**

The Mayor, Cllr John James advised members that this item had been placed on the agenda following a brief discussion at the last Town Council meeting. This was as a result of him having been passed an email, requesting what the Town Council's stance was on anti-hate crimes. Following discussion, it was **APPROVED** that the Council's position is that it is opposed to all anti-hate crimes.

### 73. To consider communications received

1. Email received from PCSO Stephanie Maiello on 28<sup>th</sup> July 2016 providing crime statistic figures, as had been requested by the Clerk. The information received is set out below:

#### Crime Stats 2015-2016

This report is for all crimes that have been recorded in Burry Port between July 2015 –July 2016. Please note the Burry Port Police Station covers a wide area ie Burry Port, Pembrey, Five Roads, Cynheidre, Pontyates, Ponthenri etc. These figures are showing how many crimes have been recorded in the area and this is not the detection rate.

July 15	55 crimes recorded
August 15	36 crimes recorded
September 15	22 crimes recorded
October 15	32 crimes recorded
November 15	25 crimes recorded
December 15	23 crimes recorded
January 16	32 crimes recorded
February 16	14 crimes recorded
March 16	45 crimes recorded
April 16	33 crimes recorded
May 16	41 crimes recorded
June 16	53 crimes recorded
July 16	70 crimes recorded

These figures show ALL recordable crimes that have been recorded across the section not a specific break down per category.

PCSO Maiello also indicated that she was unable to provide specific information just for Burry Port and Pembrey and if this information was required, it would be necessary to submit a formal Freedom of Information request to Dyfed Powys Police.

***Noted.***

2. Email from One Voice Wales on 28<sup>th</sup> July 2016 forwarding a guidance document entitled “Advice to Community and Town Council on Working with Young People”, which it was requested be brought to the attention of the Town Council (**copy attached**).  
***Members agreed that serious consideration should be given to this guidance document and that the Town Council needs to be pro-active in engaging with youth. It was therefore proposed and APPROVED that a Task and Finish Group be set up to consider this further, with the members comprising of the Mayor Cllr John James, Cllrs Michael Theodoulou, Robert John and Mrs Shirley Matthews.***
3. Email from One Voice Wales on 2<sup>nd</sup> August 2016 enclosing details of the motions for the One Voice Wales AGM to be held on 1<sup>st</sup> October 2016 (**copy attached**).  
***Noted.***

4. Email from One Voice Wales on 8<sup>th</sup> August 2016, forwarding correspondence from the Future Generations Commissioner (**copies attached**):
- a) Letter to the Rt Hon Carwyn Jones AM, First Minister, regarding the development of the Welsh Government Programme.
  - b) Letter to Ken Skates AM, Cabinet Secretary for Economy and Infrastructure regarding the M4 relief road.
  - c) Press release entitled “Long term plans within Welsh Government essential to improve lives in Wales”.

**Noted.**

5. Letter received on 17<sup>th</sup> August 2016 from two local residents attaching a letter which they had sent to the Chief Executive of Carmarthenshire County Council regarding their concerns in relation to the Windsor Harbour View building (**copy attached**). *There was some discussion as to assistance which members have previously attempted to provide in relation to this issue. The Mayor, Cllr John James also referred to a motion being put forward by the Labour Party in relation to dilapidated buildings. In order to try to further support these local residents, it was APPROVED that the Clerk write to the Head of the Planning Department in relation to this issue.*
6. Email received from the office of the Dyfed Powys Police and Crime Commissioner on 17<sup>th</sup> August in relation to the Commissioner’s proposed Police and Crime Plan as set out below:

As the newly elected Police and Crime Commissioner, it is my privilege to represent the communities of Dyfed and Powys. I want to be a positive influence on our force and our communities and will place the public and communities at the heart of every decision I make over the next four years. I want to build strong partnerships with all relevant stakeholders and agencies and involve more people in decision-making processes.

One of my first tasks as Police and Crime Commissioner is to issue a Police and Crime Plan, setting out my strategic objectives for the next four years. I am keen that my Plan is developed collaboratively with partners and stakeholders and is underpinned by a joint understanding of need and priorities.

I want to work with partners and stakeholders to ensure that collectively we deliver the best possible service to our local communities and that we put the public at the heart of everything we do. I am therefore seeking your views to ensure that my Police and Crime Plan makes a real difference to policing and the public of Dyfed-Powys. Your contribution will be vital in helping me shape local policing and crime priorities that will support the wider partnership strategies for crime and disorder.

I would be grateful if you could forward your views on what should be included as priorities in my Police and Crime Plan by 30<sup>th</sup> September 2016.

**Noted.**

7. Email from One Voice Wales of 22<sup>nd</sup> August 2016 forwarding information from the Senior Policy Manager for Flood and Coastal Erosion Risk Management of the Welsh Government. This advises that the Environment Act 2016 granted Welsh Ministers the power to make regulations to abolish the current Flood Risk Management Wales

Committee and establish a new Flood and Coastal Erosion Committee. The intention is for the new committee to have a wide advisory role covering all flood and coastal risk management in Wales. Views are being sought on key aspects on the new committee and therefore, a consultation has launched, which will run until 3<sup>rd</sup> November. More information is available at

<http://gov.wales/consultations/environmentandcountryside/establishment-of-a-flood-and-coastal-erosion-committee/>

*Noted*

8. Email from the Planning Division of Carmarthenshire County Council of 8<sup>th</sup> September in relation to a consultation on the County Council's Community Infrastructure Levy Charging Schedule as set out below:

Dear Consultee

*You are receiving this letter because you are currently listed as a consultee within Carmarthenshire County Council's Community Infrastructure Levy process. Should you no longer wish to receive such notifications then please contact the Forward Planning Section at the address below.* Carmarthenshire County Council is in the process of preparing and considering a Community Infrastructure Levy (CIL) Charging Schedule. As the first stage in establishing the CIL, a Preliminary Draft Charging Schedule (PDCS) has been prepared which sets out the proposed charging rates for Carmarthenshire. In accordance with Regulation 15 of the CIL Regulations (as amended), comments are invited on the Preliminary Draft Charging Schedule during an 8 week consultation period starting on Wednesday 7 September 2016 and ending Friday 4 November 2016 at 4pm. The Preliminary Draft Charging Schedule and its supporting documents can be viewed on the Consultations page at the following address:

<http://ilocal.carmarthenshire.gov.uk/> Representations on the Preliminary Draft charging Schedule should be submitted using the Preliminary Draft Charging Schedule online survey available at: <http://ilocal.carmarthenshire.gov.uk/> Representations (including those taking the form of objections) should specify the matters to which they relate. Objections should also specify the change sought, including evidence to support your view. Representations received on the Preliminary Draft Charging Schedule will be taken into consideration in preparing the Draft Charging Schedule (DCS). Following a period of consultation on the DCS, the Charging Schedule will be examined in public by an independent inspector. Please note that all comments submitted will be made available for public inspection and cannot be treated as confidential. Further information on the CIL can be found on Carmarthenshire County Council's website at [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales) on the CIL webpage.

*Noted.*

9. Letter dated 12<sup>th</sup> September from the Secretary of the Cymrodorion Society thanking the Council for its recent financial donation. The letter also assures that the money will be used to further the Welsh culture in the locality.

*Noted.*

#### **74. Report of elected members**

Cllr David Owens referred to the Council's contribution towards the new vehicle activated signage on Ashburnham Road, Pembrey and the fact that all of this work had now been concluded.

Cllr Michael Theodoulou referred to the fact that the Council had previously agreed to equally contribute with Carmarthenshire County Council to the cost of a new path at the harbour but this work has still not been undertaken by the County Council. He therefore suggested that the Town Council should possibly reconsider its position on this.

The Clerk informed members that although Cllr Mrs Mary Wenman was not in attendance, she had handed in to the office that day hand written notes of a recent meeting of Burry Port Parks Committee, which she wished to be mentioned. Accordingly, the Clerk highlighted the main points within these notes. Following a query, it was advised that the additional funds which were due from the Parks Committee had not been received to date and the RFO confirmed that he would chase up this issue. An update will be provided at the next Town Council meeting.

**75. To consider the report of the Clerk on Matters of Administration**

1. Following the death of Cllr Mrs Jean Hire, the Clerk informed Carmarthenshire County Council of the vacancy within the Council, as is required. Public Notices advising of the vacancy were subsequently prepared and circulated. The Notice stated that an election to fill the vacancy would be held if written requests for such an election were given by ten electors by the 19<sup>th</sup> September. The Clerk has now received notification that an election will not be required as no requests have been received. Accordingly, the Town Council is now required to fill the vacancy through co-option. This should be done as soon as practicable. The Clerk suggests that this should be done at the October Town Council meeting to be held on 19<sup>th</sup> October, prior to which an appropriate notice will be circulated, seeking expressions of interest.

*It was APPROVED that the appropriate notice be circulated as soon as possible, seeking expressions of interest to be co-opted onto the Town Council.*

2. Notice of resignation to the Regeneration and Community Services Committee has been received from Cllr Hefin Williams, which has been reported to the Committee at its meeting on 8<sup>th</sup> September 2016. Subject to Town Council's approval, the Committee is minded not to appoint an alternative member, on the basis that there are still sufficient members.
- It was APPROVED that no alternative member be appointed to the Regeneration and Community Services Committee.*

3. Details are **attached** of training courses which are being run by One Voice Wales in the area from September to December 2016. Information in relation to all courses run under One Voice Wales' National Training Programme is also **attached**.

*It was agreed that it was desirable for the Clerk and members of the Civic Governance and Personnel Committee to attend the course entitled "The Council as an Employer" to be held in Llanelli on the 29<sup>th</sup> September. Members who are available to attend are to notify the Clerk by the following day, to enable her to make the necessary bookings.*

4. Information has been received from the Boundary Commission for Wales advising that it has published its initial proposals for changes to Parliamentary constituencies in Wales. This report was published on 13<sup>th</sup> September 2016 and is

available on the Commission's website [www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk).  
Representations about the initial proposals should be made by 5<sup>th</sup> December 2016.

*Noted.*

5. Following the conclusion of the advertising and interviewing process, Mr Lee Fox was appointed to the permanent position of Technical Services Officer on 20<sup>th</sup> September 2016.

*Noted.*

6. Cllrs Mrs Shirley Matthews and Mrs Moira Thomas, together with the TSO attended the awards ceremony of Wales in Bloom 2016 at Prestatyn on 16<sup>th</sup> September. At this ceremony, Pembrey and Burry Port Town Council was successful in winning the Town Category for the third year running.

*The Mayor, Cllr John James suggested that it would be desirable for a photograph to be taken of all members and staff. Also, it is hoped that a photograph can be taken to feature in the Llanelli Star to promote the Council's success.*

7. It was **APPROVED** 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 6<sup>th</sup> June 2016.
- Correspondence received of a sensitive nature.
- Update on negotiations on asset transfers.