

Pembrey and Burry Port Town Council

Extraordinary Meeting

Wednesday 19th September 2018

Present: Councillor Robert John (Mayor)

Councillors Richard Adler, Mrs Linda Edwards, Mrs Pam Every, Peter Freeman, Stephen James, Mrs Shirley Matthews, Mrs Lisa Mitchell, Mrs Karen Francis-Morris, David Owens, Michael Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

In attendance: Alan Howells (RFO), Kevin Williams (TSO), Shan Loudon (Administrative Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.00pm – 9.00pm)

54. Opening Prayer

The opening prayer was given by Rev. Nicholas Jones

55. To receive apologies for absence

Apologies had been received from Cllrs Mrs Amanda Fox, John James, John Hedley Jones and Hugh Shepardson.

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

No interests were declared other than those previously declared.

57. To consider Police Business if any

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

58. To confirm the minutes of the Ordinary meeting held on Wednesday 18th July 2018

The minutes of the meeting held on Wednesday 18th July 2018 had been circulated with the agenda in advance of the Extraordinary meeting.

The following changes were requested:

P16 (42) [P13(32)] – the item referred to “harbourside play *area*” not “are”.

P18 (43) – the item should refer to “the money from their membership *fees*” not “fee’s”

Cllr Mrs Mary Wenman arrived at 7.05pm

Members voted to confirm the minutes with 13 voting in favour, 0 against and with 1 abstention. The minutes were therefore **APPROVED** as an accurate representation of the meeting.

59. Information from the aforesaid minutes

P22 (53) – re: contacting the Woodland Trust

No response had been received as yet and there was uncertainty if they had been contacted yet or not. The request to contact them in relation to planting advice for the Memorial Park in Burry Port was re-stated.

ACTION: OFFICE

60. To consider the report of the Responsible Finance Officer

The RFO distributed copies of the report to all members.

He proceeded to highlight and note some of the key figures from under the schedule of accounts paid as follows:

- A total of c. £12,000 for floral displays
- A number of payments associated with Council events such as the 90th anniversary of Amelia Earhart's landing and Tour of Britain.
- A number of community grants had been paid out.
- A few capital purchases had been made to purchase a sit-upon mower and a strimmer for the maintenance team to use.
- The Bowls Club payments were related to maintenance and electricity bills, which had been agreed to be paid by the Town Council during their discussions.
- The costs for deep cleaning in the kitchens of the three Council properties.

It was queried as to whether or not the timer switch for the MUGA lighting had been corrected yet as the electricity bill for the MUGA was high. Members **AGREED** for the matter to be referred to the Facilities and Assets Committee.

ACTION: FACILITIES AND ASSETS COMMITTEE

In relation to petty cash the RFO stated the payments were in line with usual petty cash payments except for the purchase of piping to improve drainage in the Amelia Earhart Gardens.

61. To receive and note the minutes of the DRAFT Finance, Governance and Personnel Committee meeting held on Monday 9th July 2018

The DRAFT minutes of the meeting held on Monday 9th July 2018 had been circulated with the agenda in advance of the Extraordinary meeting.

Cllr Stephen James **PROPOSED** the minutes be noted, seconded Cllr David Owens.

Members voted on the proposal with 14 in favour, 0 against and 0 abstentions. The minutes were duly noted.

62. To consider the report of the Technical Services Officer

The members extended a warm welcome to Mr Kevin Williams who had recently taken post as TSO.

Members were informed that the Chair of the Facilities and Assets Committee would be meeting with the TSO to discuss the format and content of the report for future meetings. They also noted

that the TSO had prepared a work programme, against which he could report to allow for reviewing and improving.

The report was noted.

63. To receive and note the minutes of the Facilities and Assets Committee meeting held on Wednesday 4th July 2018

The minutes of the meeting held on Wednesday 4th July 2018 had been circulated with the agenda in advance of the Ordinary meeting.

Cllr Stephen James **PROPOSED** that the minutes be noted, seconded by Cllr Peter Freeman.

Members voted on the proposal with 14 in favour, 0 against and 0 abstentions. The minutes were duly noted.

Members were informed that as a means of reducing the costs of hiring sound systems for external events a suitable sound system had been identified and reserved for £150, and as a capital purchase it needed Town Council approval.

Greater detail was provided about the system, including that it was of a high wattage and included an amp and microphone. Members expressed concern that the item was supplied by mains electric and that running cables with appropriate matting was costly, however it was felt best to leave the technical and safety issue for the TSO to assess. Members also discussed the provision of electricity in the Memorial Gardens.

Cllr Michael Theodoulou **PROPOSED** that the item be purchased, seconded by Cllr Stephen James.

In the ensuing vote 14 members voted in favour with 0 against and 0 abstentions. The purchase was therefore **APPROVED**.

ACTION: OFFICE

There was a request for the dishwasher to be plumbed in in the Senior Citizens Hall kitchen, which was referred to the Facilities and Assets Committee.

ACTION: FACILITIES

In relation to the roof repair for the green shed at the Burry Port Bowls Club, members were informed that the decision had been for the County Councillors to be approached to begin the application for Section 106 funding to do the work. It was noted that the quoted figure was a budgetary quote not a final price and that it did not include any specifications or detail. It was also noted that there were no budgets set for this work.

There was also a discussion of the CCTV coverage at both Pembrey Memorial Hall and Burry Port Memorial Hall. The TSO reported that he had sought advice and recommendations from a contractor about re-siting 1 camera at Pembrey Memorial Hall to test for any improvement to the coverage while at Burry Port they would be looking at improvements to external lighting to improve the coverage, but that he was still awaiting the quote for the work.

Members discussed that there was an ongoing scheme from the Police and Crime Commissioners Office looking at public provision of CCTV. It was understood that Llanelli was being used as a trial area and that Pembrey and Burry Port would be looked at eventually.

In relation to the task and finish group set up to look at burials, members asked for the meeting to be arranged soon. It was reported that the office was investigating technical training for relevant staff to ensure the provision was fit for purpose.

Members discussed the issue of missing items in the kitchens of facilities for hire, noting that the decision had been to arrange for a detailed stock take and boxing up of items to make future stock takings easier and more accurate.

Members were informed that the winners of the Caption Competition for the Tour of Britain event would be awarded when the Cycle Club could be present. The Mayor had been the judge but they could not recall what the winning captions had been.

64. To receive and note the DRAFT minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 11th July 2018

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

Cllr Stephen James **PROPOSED** that the minutes be noted, seconded by Cllr David Owens.

Members voted on the proposal with 14 in favour, 0 against and 0 abstentions. The minutes were duly noted.

Members discussed the postponement of the Local Hero Awards to next year, stating that the workload hosting it would generate was too much given the late addition of the Tour of Britain event to the calendar and the growth of the Remembrance events to mark the centenary of the end of the 1st World War.

Some of the details of the preparations for the Remembrance events were discussed including the Concert on the 10th November, the wreath laying, march and service in St Mary's on the 11th November and an afternoon tea in Pembrey Memorial Hall on the 17th November. More information on each would follow, with members being informed that tickets for the Remembrance Concert would cost £6 and were available from the Office.

Members noted the success of the flag raising ceremony for Merchant Navy Day and that members of the Merchant Navy Association were looking forward to be involved in the years to come.

Members were informed that the performers for the Christmas Dinner that the Council organised were arranged on a rotation basis between each of the schools. It was thought possible to include the Burry Port Male Voice Choir either for this event or others.

Due to the increase in the events calendar it was felt that there would need to be more members of the Events Sub-Committee to help with the workload.

Cllrs Mrs Shirley Matthews, Mrs Linda Edwards and Mrs Karen Francis Morris volunteered to sit on the Sub-Committee. The dates of the next meeting would be circulated via email to members in advance of the meeting.

65. To consider and note the minutes of the Community Engagement and Communications Sub Committee held on Tuesday 31st July 2018

In relation to the work of the Sub-Committee, members were informed that an email had been drafted to each of the Forum Leads, the chosen candidates being approved at the previous Regeneration and Wellbeing Committee meeting. The leaflets were yet to be finalised by the Sub-Committee and would be followed by the public meeting, which members recognised would need to be well publicised including a letter drop for each household.

The timing of the public meeting was queried but it was noted that the deadline for action being taken was set by a Government Act and that time was running out.

Members were informed that the meeting of this Sub-Committee took place every fourth Thursday of the month at 6.30pm.

Cllr Stephen James **PROPOSED** that the minutes be noted, seconded by Cllr Peter Freeman.

Members voted on the proposal with 14 in favour, 0 against and 0 abstentions. The minutes were duly noted.

66. To consider the following planning applications.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/37683	Carmarthenshire County Council-Mr R Stradling Pembrey Country Park, Factory Road, Pembrey, Burry Port	The installation of an 8.5m wide x 4.9m high aluminium circular hollow framed green bike sculpture within the boundary of the closed road cycle circuit
S/37696	Mr John Morgan 12 Pemberton Avenue, Burry Port, SA16 0AG	Proposed single storey side/rear extension (retrospective)
S/37744	Carmarthenshire County Council- Mr Hywel Harries Pembrey Country Park, Factory Road, Pembrey, Llanelli, SA16 0EJ	Erection of a new 44 sq m single-story log cabin to house the camp-site warden for the existing CCCS Pembrey Country Park to be inhabited between the camping season of March - November. The building consist of an open plan living / kitchen area, washroom, and 2 bedrooms
S/37752	Mr & Mrs H. C and M. I Morse, Land adjacent to Brynheulog, the Graig, Burry Port, Llanelli, SA16 0DP	Detached dwellinghouse (resubmission of s/35324 - refused 02/11/17)

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

- S/37683 – The Sub-Committee had noted that the application had been made by the County Council and so had made no further comment.
- S/37696 – noted that the application was retrospective but had no objections to the development and recommended the application be approved.
- S/37744 – The Sub-Committee had noted that the application had been made by the County Council and so had made no further comment.

- S/37752 – The Sub-Committee felt that their concerns and reservations previously expressed in relation to application S/35324 remained the same, and so recommended the application be refused.

Members were informed that a condition on the above application was for sufficient funds to be paid into the affordable housing scheme, which the applicant had agreed to do.

Members discussed that it was commonplace for the planning authority to request payments be made into the affordable housing scheme as part of the planning conditions. There was uncertainty as to how much in total had been requested to be paid in to the scheme from developments in Pembrey and Burry Port or of how much, or on what it had been spent in the area. It was noted that money collected in an area did not have to be spent in the same area.

Cllr Michael Theodoulou **PROPOSED** that the Town Council write to Carmarthenshire County Council asking them to answer how much money had been paid in to the affordable housing scheme from developments in Pembrey and Burry Port; how much had been spent in the area and on what, seconded by Cllr David Owens.

Members voted on the proposal with 14 in favour, 0 against and 0 abstentions. The letter would be prepared by the office.

ACTION: OFFICE

There was a brief discussion of the sub-committee's decision to maintain its position on the Gwdig development discussed at previous meetings.

Cllr Robert John declared an interest in the matter as he lives in a property opposite the development.

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

In the ensuing vote 14 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the recommendations be accepted and sent to the Planning Authority.

ACTION: OFFICE

67. To consider any County Councillors' reports

Cllr Mrs Shirley Matthews reported on the success of the Tour of Britain event, highlighting that it had been raised in the County Council's meeting with the participating villages and Town and Community Councils thanked for their contributions and efforts.

She also reported that she had been dealing with complaints related to the painting of yellow lines on the route to the 'Fisherman's Car park' outside Pembrey Country Park as well as private individual residents' issues.

Members were informed that the Town Council had also received complaints and comments from the public in relation to the painting of the yellow lines, with requests for the Council's view on the issue.

Cllr Mrs Shirley Matthews reported that in meeting with Mr Neil Thomas, an Officer of the County Council he had confirmed that a parking season ticket that was valid in Carmarthenshire County Council car parks was available and would cover the 'Fisherman's Car Park'.

Concerns were raised that the lines had been painted as a money raising scheme that denied access to the beach. It was also noted that the thickness of lines did not appear to be correct.

Cllr Michael Theodoulou **PROPOSED** that a letter be composed and sent to the County Council expressing the concerns raised and asking them to reverse their decision to install them, seconded by Cllr Mrs Mary Wenman.

In the ensuing vote 14 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the office would prepare and send the email.

ACTION: OFFICE

Members discussed an issue that residents had raised with them regarding the lighting of the Boulevard area adjacent to Burry Port Harbour. Complaints had been made about the lack of lighting which many felt with the nights closing in could endanger the disabled and that others struggled to use the public space. Although the complaints had been made to the County Council they had passed the responsibility to the Millennium Coastal Park, and had got no further. Members requested that matter be taken up by the County Councillors, however none who represented the specific ward were present.

Cllr Bob Walpole **PROPOSED** that a letter expressing the concerns be sent to the County Council, seconded by Cllr Michael Theodoulou.

In the ensuing vote 14 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the office would prepare and send the email.

ACTION: OFFICE

68. To consider the Mayor's report

Cllr Robert John reported that his calendar had been busy, having attended the following events:

- Merchant Navy Day flag raising ceremony in Burry Port – noting it was an important and much overlooked event which the Council hoped to support for many years to come.
- Tour of Britain stage one start in Pembrey Country Park – noting the success of working with the Cycle Club. The marquee had been well attended with lots of positive comments. The bike festival events at Burry Port and Pembrey had been successful too.
- A memorial football match by Pembrey Football club for a member who had passed away.
- Another memorial football match in memory of Brendan who's tragic death had affected many. He believed that over £1000 had been raised at the match for charity.
- The Annual Male Voice Choir Concert which had been excellent.
- Acted as Show President for the day at Pembrey Garden Show where he had been warmly welcomed.

In relation to upcoming events he asked members to attend the Remembrance Concert and for events on the Sunday. He reminded everyone that they needed to be in place by 10.45am at the latest as this years ceremony would include a minutes silence at 11am.

69. Update on Remembrance Sunday event

This information had been received earlier in the meeting.

Members discussed the Town Council's involvement in the organisation. It was noted that the Mayor would be Master of Ceremonies on the night, with readings and poetry readings to be held between performers acts. Once the order of the day was confirmed it would be shared with all members and would be in the programme bilingually.

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

Cllr Michael Theodoulou reported that the National Executive of One Voice Wales had reported to the Independent Review Panel on the Review of Community and Town Council sector in Wales. He highlighted some of the conclusions of the Review Panel as follows:

- The proposed reduction of MP's in Parliament and increase of AM's in Cardiff were symptomatic of a refocussing of authority to a more local level.
- There would be an expectation for Council's to engage more through the medium of Welsh with its constituents.
- Public interests' reports on Community Councils would be shared with the Chair of the Finance, Governance and Personnel Committee as it had a lot of useful information and advice within.
- Community led solutions – local place-based plans, some of this work had begun with the Wellbeing of Future Generations (Wales) sub-committee.

He wished members to note that the Independent Review Panel had accepted every recommendation made by the OVW report which included changes to how Town and Community Council work and will work in the future. He noted the following highlights:

- the case to maintain the position of Town and Community Council's as well as provide universal coverage for citizens.
- There may be necessity to merge some councils, create grouping arrangements and to re-draw boundaries.
- Strong support for increased responsibility for Town Councils making them more equal partners with Unitary Authorities.
- Town Council's need representation on the Public Services Board.
- More services that are currently provided by County Council's will become the responsibility of Town Councils.
- Clerks should be professionally qualified and appointed from a national list of candidates, the report had noted numerous cases of inexperience leading to mistakes in legal terms.
- Town Council's should have access to other funding streams
- Cessation of County Council representation on Town Council due to the confusion it creates.
- Town Council's should identify and introduce work areas suitable for delegated authority and decision making.

Cllr Michael Theodoulou **PROPOSED** that the report be referred to the Chairs Committee to produce a detailed report to bring back to the Town Council, seconded by Cllr Stephen James.

Members discussed why the OVW report was being used and not advice from Carmarthenshire County Council. Some felt that in some cases the Town Council and County Council may not be in agreement with each other and that it was not possible for the Town Council to rely on that advice all the time. It was also pointed out that the report was from an Independent Review Panel commissioned by the Welsh Government not from OVW.

Members discussed that this report would be better addressed by the Finance, Governance and Personnel Committee in conjunction with the Chairs Committee as it was a governance issue which had impacts in the other Committee's.

Cllr Bob Walpole proposed an **AMENDMENT** for the report to be reviewed for the Town Council by the Finance, Governance and Personnel Committee and the Chairs Committee, seconded by Cllr Mrs Linda Edwards.

Members voted on the amendment first with 7 voting in favour. Members proceeded to vote on the proposal with 7 voting in favour. With the voting tied the Mayor had the casting vote and the **original proposal** was **AGREED**.

ACTION: CHAIRS COMMITTEE

Members were invited to the Heritage Group Evening on the 24th October, tickets were available from the office or from members for £15.

Members had also been invited to attend the Scarecrow Festival in St Mary's Church on September 21st, where they could see the Town Council's entry of the 'Mayor and Consort'.

71. To consider communications received

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

A verbal communication had been received from Action for Children which was a thankyou for the donation of the food packages during the Summer Foodbank drive.

Another communication had been received from a member of the public related to the provision of access ramps onto trains in the Pembrey and Burry Port Train Station. Members noted that it was a matter for the station managers and Network Rail to address.

Cllr Bob Walpole left the meeting at 8.50pm

An invitation had been received from the Llanelli LGBTQ+ forum to send a representative to their network meetings.

Cllr Peter Freeman volunteered to attend. Details of the meeting date would be shared with him in advance of the meeting.

ACTION: OFFICE

Cllr Bob Walpole returned to the meeting at 8.54pm

72. In camera discussions

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the

following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted:

- a) To confirm the confidential minute of the meeting held on Wednesday 18th July 2018
- b) Update on staffing issues

Kevin Williams, Ed Davies and Shan Loudon left the meeting at 9pm