

**Pembrey and Burry Port Town Council**

**Ordinary Meeting**

**Wednesday 19<sup>th</sup> June 2019**

**Present: Councillor Peter Freeman (Mayor)  
Councillors Richard Adler, Linda Edwards, Amanda Fox, Robert John, John Hedley Jones, Shirley Matthews, Lisa Mitchell, David Owens, Hugh Shepardson, Michael Theodoulou, Moira Thomas and Bob Walpole.**

**In attendance: Huw Thomas (Acting Clerk and Responsible Finance Officer), Shan Loudon (Temporary Assistant Town Clerk) and Kevin Williams (Technical Services Officer)**

**Minute taker: Ed Davies (Administrative Assistant)**

**(Memorial Hall 7.00pm – 8.05pm)**

The Rev Nicholas Jones read out a prayer in advance of the meeting.

**15. To receive apologies for absence**

Apologies had been received from Cllrs Pam Every, John James, Stephen James, Karen Francis-Morris and Mary Wenman.

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

No declarations of interest were made.

**17. To consider Police Business if any**

No representatives were in attendance but a written report had been received and would be given out at the end of the meeting.

**18. To confirm the minutes of the meeting held on Wednesday 15<sup>th</sup> May 2019**

No corrections had been sent in or requested. Cllr Michael Theodoulou **PROPOSED** that they be accepted as an accurate record of the meeting, seconded by Cllr David Owens.

Prior to voting members were informed that they could only abstain their vote on confirming minutes of meetings at which they were not present.

In the ensuing vote 11 members voted in favour, with 2 abstentions due to not being present at the meeting. It was therefore **RESOLVED** that the minutes were an accurate account of the meeting.

**Action: Admin Assist**

Members were informed that hard copies of the minutes of the Annual Meeting on 15<sup>th</sup> May 2019 were ready and were distributed to each for information. Cllr Hugh Shepardson made a

point of order that because the minutes included resolutions of appointments to public bodies that they should be confirmed at this meeting of the Town Council. He **PROPOSED** that the Council vote on whether or not to consider the minutes as they were not on the agenda, seconded by Cllr Moira Thomas.

In the ensuing vote 12 members voted in favour with 1 against and 0 abstentions. It was therefore **RESOLVED** for the minutes of the Annual Meeting of 15<sup>th</sup> May 2019 to be confirmed.

**Members were given a 5 minute recess to read the minutes.**

One correction was requested. On page 6 item 15 Cllr Linda Edwards requested the following change:

“In response to a query from Cllr Stephen James regarding her suitability as a candidate to sit on the Governing Body of Burry Port Community primary school, Cllr Linda Edwards stated that she had 40 years teaching experience and had formerly been a governor for three different schools.”

Provided the correction was made, Cllr David Owens **PROPOSED** that the minutes be accepted as an accurate record of the meeting, seconded by Cllr Shirley Matthews.

In the ensuing vote 11 members voted in favour with 2 abstentions due to not being present at the meeting. It was therefore **RESOLVED** that the minutes were an accurate record of the meeting.

**Action: Admin Assist**

**19. To receive a verbal update from the Chairs Committee**

Members heard that the Chairs Committee took a decision for the Council not to have a presence at the Women’s Tour final stage in Pembrey Country Park due to other pressures and responsibilities the Council faced taking up too much time of staff and Councillors.

Other matters were for discussion during the in camera section of the meeting.

A Risk Management report had been prepared for the Committee which had been sent to all members also. They were informed that a dedicated working group would need to deal with the matter as it was such a large topic. Members agreed unanimously to note the report.

**20. To consider the budget monitoring report**

The RFO stated that he had no report as he had been focussed on finalising the Annual Return for 2018/19. This had been completed and would be sent to the internal auditor during the coming week. He was working to get information to the Council by July.

**21. To consider the following planning applications.**

Members heard that the Planning Sub-Committee had met on 18<sup>th</sup> June and had discussed the following applications.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
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S/38813	Mr Paul Jones, Tranquility Farm, Pinged, Burry Port, SA16 0JE	Proposed erection of two single storey extensions to dwelling to enlarge the dwelling on one side and to form a self-contained annex to the other side for a family member at Tranquility Farm, Pinged, Burry Port, SA16 0JE.
S/38855	Jehu group, Number One, Waterton Park, Bridgend, CF31 3PH	Discharge of Conditions 4 (construction environmental management plan), Condition 13 (construction traffic management plan) and Condition 16 (construction method statement) of planning permission S/36993, granted 19/11/2018 at land part of former Goodig Hotel, Pwll Road, Burry Port, SA16 0TA
S/38861	Jehu group, Number One, Waterton Park, Bridgend, CF31 3PH	Discharge of Condition 26 on S/36993 (site investigation report) at land part of former Goodig Hotel, Pwll Road, Burry Port, SA16 0TA
S/38870	Mr Robert Cook, 106 Elkington Road, Burry Port, SA16 0AD	Non-material amendment (swap positions of French doors and window) to planning permission S/37791 (proposed demolition of existing rear lean-to extension and outbuilding and construction of a single storey rear kitchen extension) at 106 Elkington Road, Burry Port, SA16 0AD
S/38871	Crazie Crepes - Mr and Mrs S Avery, 21 Rhes Brickyard/Brickyard Row, Llanelli, SA15 2DZ	Proposed change of use of public conveniences to cafe, hot food outlet and external public WC. Work inclusive of new advertising signage, fenestration, extending the building and raising the roof structure at Burry Port harbour public convenience, The Harbour, Burry Port. SA16 0ER
S/38907	Jehu group, Number One, Waterton Park, Bridgend, CF31 3PH	Non material amendment to S/36993 (Construction of 103no. dwelling houses, access road and associated infrastructure) variation of Conditions 3 (external finishing samples), 18 (boundary treatment and stone wall detailing), 19 (landscape scheme plan revisions), 23 (landscape maintenance and management), 25 (travel plan) and 28 (drainage scheme phasing plan), to allow for the submission of details for approval "Prior to the commencement of any foundation construction works to individual dwelling houses approved as part of the development,.....", instead of the original requirement to submit such details "prior to commencement of any development....." and "no development shall commence until details....." at land formerly part of Goodig Hotel, Pwll Road, Burry Port.
S38926	K. Green	Erection of a freestanding pole to accommodate a CCTV camera and formation of a ground control cabin at land part of Cenrhos Farm, The Graig, Burry Port, SA16 0DF

The Sub-Committee made the following recommendations:

S/38813 – The Sub-Committee had no objections and recommended **approval**.

S/38855 – The Sub-Committee recommended **refusal** believing the imposed conditions were important to keep.

S/38861 – The Sub-Committee recommended **refusal** believing the imposed conditions were important to keep.

S/38870 – The Sub-Committee had no objections and recommended **approval**.

S/38871 – The Sub-Committee had no objections and recommended **approval**.

S/38907 – The Sub-Committee recommended **refusal** believing the imposed conditions were important to keep.

S/38926 - The Sub-Committee recommended **refusal** citing that there were concerns over privacy for neighbouring properties, noting that this application was retrospective also.

Cllr Michael Theodoulou **PROPOSED** for the recommendations to be accepted, seconded by Cllr David Owens.

In the ensuing vote 13 members voted in favour with 0 against and 0 abstentions, therefore the recommendations were accepted for forwarding to the Planning Department of the County Council.

**ACTION: Technical Services Officer**

## **22. To receive any County Councillors' reports**

Cllr Hugh Shepardson reported on behalf of the Pembrey representatives that the Women's Tour final stage had ended in Pembrey Country Park and had been a huge success proving very popular.

He also highlighted that the restaurant in the Country Park would have its official opening on 14<sup>th</sup> July.

Cllr Amanda Fox reported on behalf of the Burry Port representatives that there was a new Chief Executive of the Council in Wendy Walters.

There was strong public opposition to the closure of the public conveniences at the east of the harbour and they had set up a petition to oppose it.

There was public opposition to the continuing use for overnight stays in the east harbour car park by campervans which would be hopefully rectified soon.

They had attended a seminar on terrorism and the County Lines drug running and recommended a request be made for the presentation to be received by all members.

**ACTION: ref to Chairs CMTE**

Members noted that the next Ordinary Meeting of the Council would be preceded by a presentation from Carmarthenshire County Council Officers in relation to the A484 which had been a major concern raised by some who attended the Community Forums meeting.

## **23. To receive the Mayor's report.**

The Mayor reported that he had attended the following events:

- Cydweli Mayor Civic Service
- Llanelli town Mayor's Charity Evening
- The opening of the Llanelli Ramblers weekend festival
- The Creation Mass at Our Lady of the Sea
- The Tenovus Charity Walk

- The Tenovus Charity Singathon
- A photo shoot at the new play area with County Councillors
- Carmarthenshire County Council Chairman's Civic Service
- Llanelli Mayor's Civic Service

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

No reports were made.

**25. Update on annual return**

The RFO reported that the annual return for 2018/19 was being finalised ready for submission by Friday 28<sup>th</sup> June, but would need confirmation by the Town Council and so a Special Meeting of the Council was being called for Thursday the 27<sup>th</sup> June to approve the return prior to submission.

Members heard that the work had been much more than anticipated but noted that the public notices had been put up to allow public scrutiny of the documents.

Members thanked the RFO for his work, while noting that the annual return for 2017/18 was on its way to the auditor general.

**26. To approve the annual report to the Public Service Board under the Wellbeing of Future Generations Act**

Members heard that the report had been prepared by Cllr Michael Theodoulou and that it was a legal requirement for the Council to submit the report by 28<sup>th</sup> June, and for that to be done it needed approval at this meeting. Comments and contributions were made by the Community Engagement Sub-Committee.

Cllrs Robert John and David Owens wished for it to be noted that they gave their personal thanks to Cllr Michael Theodoulou for undertaking the work.

A minor correction was requested for the capitalisation of a party name.

Cllr David Owens **PROPOSED** that provided the correction be made, the annual report be given the approval of the Council for submission, seconded by Cllr Robert John.

In the ensuing vote 13 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** for the report to be approved and submitted.

**ACTION: Temp Assist Town Clerk**

**27. Approval of conversion of the Chapel of Rest to waiting area/office**

This item was a referral from the Burials Sub-Committee via the Facilities and Assets Committee, which had also been endorsed by the Finance, Governance and Personnel Committee.

Members heard that the building was not being used regularly, with only one instance of use as a chapel of rest and that it was suffering due to that lack of use. It was recognised that there was a need for suitable office space for the cemetery work and maintenance team as well as space for

a waiting area for use by visitors during inclement weather. Conversion work had been estimated by the TSO at around £8000.

Members noted that many funeral directors had been contacted who all reported that they either had their own chapel of rest or had an arrangement to use space for that purpose. Some members queried whether the building could be altered to allow use as a chapel of rest and still provide an office with a different solution for a waiting area. Some objected to the proposal as the building was a public facility and the previous years usage may be a statistical anomaly, as dates for years previous were not known.

Cllr David Owens **PROPOSED** for the conversion work to be approved on the recommendation of the Facilities and Assets Committee, seconded by Cllr Michael Theodoulou.

Cllr Shirley Matthews **PROPOSED** an amendment for the matter to be referred to the next Burials Sub-Committee meeting for reconsideration which should include a site visit, seconded by Cllr Amanda Fox.

Members voted on the amendment first with 8 members voting in favour, 4 against and 1 abstention. It was therefore **RESOLVED** for the matter to be referred to the next Burials Sub-Committee meeting.

**ACTION: Burials Sub-Cmte**

Members were reminded that they were allowed to attend any meetings of the Council and that they would all be informed of the date of the next meeting.

## **28. To approve the publication of Councillors attendance at meetings as part of the Council's transparency policy**

Members heard that this was something that other councils did and would provide another transparency tool for the public. Members noted that there would be a monthly report giving attendance on the website where it would also be possible to find out who sat on which committees.

Cllr Michael Theodoulou **PROPOSED** that the Council approve the publication of attendance, seconded by Cllr Robert John.

In the ensuing vote, 13 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** to approve the publication of attendance.

**ACTION: Temp Assist Town Clerk**

## **29. To approve the extension of the Public Service Works Board loan**

Members noted that the TSO had created a list of works that needed doing with a general costing of each item. This list had a combined total of over three times the amount of the loan previously approved by the Council. The recommendation of the Facilities and Assets Committee was to combine the proceeds from the sale of Copperworks, with a larger loan of £200,000 from the PSWB to create a sufficient fund to undertake the works. The Facilities and Assets Committee had referred this to the Finance, Governance and Personnel Committee who endorsed the action and in turn referred it to Town Council for approval.

Members heard that it would be possible to set up a 2 year plan to draw down the money as it was needed so as not to be left with a large sum in the Councils accounts.

Cllr Michael Theodoulou **PROPOSED** that the Council approve the increase to the Public Service Works Board loan to £200,000, seconded by Cllr David Owens.

In the ensuing vote 13 members voted in favour, with 0 against and 0 abstentions. It was therefore **RESOLVED** to increase the loan amount.

**ACTION: RFO**

**30. To note the following minutes for information:**

<b>Date</b>	<b>Meeting</b>
Wednesday 1 <sup>st</sup> May 2019	Facilities and Assets Committee
Tuesday 7 <sup>th</sup> May 2019	Chairs Committee
Wednesday 8 <sup>th</sup> May 2019	DRAFT Regeneration and Wellbeing Committee
Monday 13 <sup>th</sup> May 2019	Finance, Governance and Personnel Committee
Monday 13 <sup>th</sup> May 2019	Community Engagement Sub Committee
Monday 10 <sup>th</sup> June 2019	DRAFT Community Engagement Sub Committee

All of the minutes were noted.

**31. To consider communications received**

Noted.

**32. In camera discussions**

Cllr David Owens **PROPOSED** that the meeting move to in camera, seconded by Cllr Robert John.

In the ensuing vote 13 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED** to move the meeting to in camera.

**Ed Davies and Kevin Williams left the meeting 8.05pm**

*In camera* - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during 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 minutes of the Town Council meeting held on Wednesday 15<sup>th</sup> May 2019 (**copy enclosed**).

The minutes were approved.

b) Update on staffing issues.

Staffing issues were discussed.

c) To note the following confidential minutes (**copies enclosed**):

<b>Date</b>	<b>Meeting</b>
Wednesday 1 <sup>st</sup> May 2019	Facilities and Assets Committee
Tuesday 7 <sup>th</sup> May 2019	Chairs Committee
Wednesday 8 <sup>th</sup> May 2018	DRAFT Regeneration and Wellbeing Committee
Monday 13 <sup>th</sup> May 2019	Finance, Governance and Personnel Committee

Noted