

**Pembrey and Burry Port Town Council**

**Ordinary Meeting**

**Wednesday 15<sup>th</sup> May 2019**

**Present: Councillor Peter Freeman (Mayor)  
Councillors Richard Adler, Linda Edwards, Pam Every, Stephen James, Robert John,  
John Hedley Jones, Shirley Matthews, Lisa Mitchell, Karen Francis-Morris, David  
Owens, Michael Theodoulou, Moira Thomas, Bob Walpole and Mary Wenman.**

**In attendance: Huw Thomas (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 – 8.20pm)**

**1. To receive apologies for absence**

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

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

No declarations of interest were made.

Members were reminded that general declarations could not be accepted at the meeting and any declarations made would need to be related to agenda items and topics raised. A form would have to be completed for each declaration at each meeting.

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

No report had been received and no representatives were in attendance.

**4. To confirm the minutes of the meeting held on Wednesday 17<sup>th</sup> April 2019**

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

There followed a brief discussion of whether or not members could vote to confirm minutes of meetings from which they were absent. No certainty could be reached and a request was made to clarify the situation as there were concerns that the minutes may not be able to be confirmed should the attendances not overlap sufficiently.

**ACTION: Temp Assist Town Clerk**

In the ensuing vote 10 members voted in favour, with 0 against and 5 abstentions. It was therefore **RESOLVED** that the minutes were an accurate account of the meeting.

**Action: Admin Assist**

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

Members heard that the Chairs Committee had met on 7<sup>th</sup> May 2019, but that all of their updates were for the in camera section at the end of the meeting.

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

The RFO stated that he had no report for the end of March as yet as he had only received the box of files and digital documents in the previous week.

Members thanked the RFO for his work so far. There followed a discussion where members recognised that during the Council's journey towards being a more professional organisation, there would be instances where previous work did not meet up to the expected standards and that they should be used as an opportunity to improve.

The RFO stated that he was spreading his working hours out over 5 days to allow him to attend the office for some time each day to better deliver the work that was required.

Members discussed whether or not the structure of the office organisation needed assessing and whether staff were being sufficiently remunerated for their work. Members noted that that only formed part of the process and that it was key to make sure staff were not being asked to do too much work regardless of the remuneration on offer. There were a number of related issues which members believed would be best dealt with in camera.

**7. Consideration of the installation of a defibrillator at Friendship Square**

Members were reminded that a request to install this equipment had been received, and that those instigating it had sought the advice of experts with regards its location. Before it could be installed they needed the permission of the Council to do so.

Cllr David Owens **PROPOSED** that the installation be approved, seconded by Cllr Moira Thomas.

In the ensuing vote 15 members voted in favour, 0 against and 0 abstentions. It was therefore **RESOLVED** that the installation of the defibrillator be given approval.

**ACTION: Temp Assist Town Clerk**

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

Members heard that the Planning Sub-Committee had met on 14<sup>th</sup> May and had discussed the following applications.

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/38696	Mark Walters, 4 Oaklands Close, Burry Port, SA16 0RX	Discharge of conditions 4, 5 and 6 on S/37798 on land at Dolau Fan Road, Burry Port, SA16 0RG
S/38725	Mark Evans, 35a Gower Road, Sketty, Swansea, SA2 9BX	Demolition of the existing dilapidated dwelling and the construction of a single replacement dormer bungalow with garage and onsite parking at 4 Bryn Terrace, Burry Port, Llanelli, SA16 0EE.

S/38744	Micheal Samuel, 55, Gwscwm Road, Burry Port, SA16 0BS	Demolish existing dormer bungalow and construction of a detached two storey house at 55 Gwscwm Road, Burry Port, SA16 0BS
S/38776	Richard Stradling - business & projects manager, CCC - Dept of Communities, 3 Spilman Street, Carmarthen, SA31 1LE	The installation of a 6m aluminium column on to which a digital antenna will be fixed. The column will be located at the top of Pembrey country park ski slope, Pembrey country park, Factory Road, Pembrey, Llanelli, SA16 0EJ.
S/38797	Jonathan Fearn, Carmarthenshire County Council, Parc Myrddin, Richmond Terrace, Carmarthen, SA31 1HQ	Repair and restoration of the East Dock, West Dock and Outer Harbour walls, The Harbour, Burry Port, SA16 0ER
S/38798	CCC - Property Design & Projects Manager, FAO - Hywel Harries, Block 3 Parc Myrddin, Richmond Terrace, Carmarthen, SA31 1HQ	Discharge of planning conditions 3 (dust suppression), 19 (sewer record), 24 (construction traffic management plan) of planning permission S/37075 (demolition of the existing school building and the redevelopment of the site for a new school, car park, sports pitch, MUGA and associated infrastructure works) at Pembrey CP School, Ashburnham Road, Pembrey, Llanelli, SA16 0TP

The Sub-Committee made the following recommendations:

S/38696 – An application asking for these conditions to be discharged had been seen before and there was no change in the Town Council’s recommendation to **REFUSE** the request.

S/38725 – The Sub-Committee had initially recommended this for approval, however following the meeting it had been discovered that local residents had made objections because of access issues.

Cllr Stephen James **PROPOSED** that the Council recommend refusal, seconded by Cllr Bob Walpole.

In the ensuing vote 15 members voted in favour, with 0 against and 0 abstentions. It was therefore **AGREED** that the application be recommended for **REFUSAL**.

S/38744 – recommendation for **APPROVAL**.

S/38776 – recommendation for **APPROVAL**.

S/38797 – recommendation for **APPROVAL**.

S/38798 – recommendation for **APPROVAL**.

**Action: Technical Services Officer**

## 9. To receive any County Councillors’ reports

Cllr Shirley Matthews reported that the Women’s Tour cycling competition would finish in Pembrey Country Park this year, on June 15<sup>th</sup>, stating that the planned route wouldn’t have a large effect on traffic on the A484 as there was only one short section on that road between the junction for Pinged and the junction for the Country Park.

She added that the new restaurant and café in the Country park would be finished in July and that the development included a meeting room at the rear.

She also stated that there had been a change of Chair of the Council and of the Chief Executive.

Cllr Stephen James **PROPOSED** that a welcome letter be sent to the new Chief Executive with an invitation to meet with the Council, to be prepared by the Chairs Committee, seconded by Cllr Robert John.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED** that a letter be prepared by the Chairs Committee and sent to the new Chief Executive.

**ACTION: Ref to Chairs Committee**

Members expressed their thanks and praise for the work of the two County members for Pembrey who had brought in significant investment into their ward.

Some members reported that they had received complaints regarding litter and grass cutting in the Burry Port ward. It was understood that both County representatives had been approached on those issues and had taken action accordingly.

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

The Mayor reported that as Mayor elect he had attended the installation of the new Chair of Council at Llanelli Rural Council and the installation of the new Town Mayor of Llanelli Town Council.

He stated that he would be attending the installation of Cydweli's new Mayor in the next week.

He stated that he would be organising his own civic service in due course.

Cllr Stephen James **PROPOSED** that the Council refer to the Finance, Governance and Personnel Committee to seek to get the names of past Mayors engraved onto the chains of office and to make any repairs necessary, seconded by Cllr Michael Theodoulou.

In the ensuing vote 15 members voted in favour, with 0 against and 0 abstentions. It was therefore **AGREED** to refer the matter to the Finance, Governance and Personnel Committee.

**ACTION: ref to FGP Committee**

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

Cllr David Owens reported that in anticipation of his acceptance as a representative of the Council with One Voice Wales, he had attended their conference earlier on the 15<sup>th</sup> May along with Cllr Michael Theodoulou. He reported that the conference had been organised in conjunction between One Voice Wales and the Society of Local Council Clerks on the topic of Risk Management.

The speakers had included:

- Representatives from Came and Company who had spoken about risk management and the insurance implications in relation to Councils and meeting their legal obligations. He recommended that the Facilities and Assets Committee and the Finance, Governance and Personnel Committee take a look in detail on the matter to ensure the Council was doing all it could to meet its insurance responsibilities.

- Representatives of City and County of Swansea who had spoken on Health and Safety Management and Risks. He stated that this had highlighted that there was a lot of work for the Council to do to in relation to events it organised.
- Representatives of the Wales Audit Office who had spoken on Managing Financial Risk and Ensuring Effective Governance and Accountability. This seminar had shown how the Wales Audit Office was assessing the management of risk. He recommended that the three Chairs of committee look at the issue and prepare a report and make recommendations as it would be necessary to look at the Council's resources and work out what could be paid for by this year's budget. He felt that as the issues concerned all of the standing Committees it was best for the Chairs to look at the matter and take it to that Committee for further debate before recommendations were made.

**ACTION: Ref to Chairs Committee**

All available resources were to be drawn on to advise the Councils position.

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

<b>Date</b>	<b>Meeting</b>
Wednesday 3 <sup>rd</sup> April 2019	Facilities and Assets Committee
Monday 8 <sup>th</sup> April 2019	DRAFT Finance, Governance and Personnel Committee
Wednesday 10 <sup>th</sup> April 2019	DRAFT Regeneration and Wellbeing Committee
Tuesday 9 <sup>th</sup> April 2019	Chairs Committee
Tuesday 16 <sup>th</sup> April 2019	DRAFT Special Finance, Governance and Personnel Committee

All of the minutes were noted.

Members noted that Huw Thomas was being referred to as the RFO from now on.

**13. To consider communications received**

Noted.

Members discussed a suggestion for an issue for discussion at the One Voice Wales Annual General Meeting, and it was noted that support from another Town Council would be required to get it added. The item was as follows:

“OVW calls for the Welsh Government to standardise all fees and charges across all of Wales for holding an election and to set them at a reasonable level”

It was clarified that this was in response to the recent by-election held in Pembrey Ward which had cost the Town Council nearly £9000. It was stated that those members who had looked in to the matter had not been able to discern a pattern in the charges raised on Town Councils for holding elections, regardless of population size or location in Wales.

Cllr David Owens **PROPOSED** that the support of another Town Council be sought and the item submitted to the OVW AGM, seconded by Cllr Stephen James.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED**.

**ACTION: Temp Assist Town Clerk**

**14. In camera discussions**

Members voted unanimously to move the meeting in camera.

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

*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 17<sup>th</sup> April 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 3 <sup>rd</sup> April 2019	Facilities and Assets Committee
Monday 8 <sup>th</sup> April 2019	DRAFT Finance, Governance and Personnel Committee
Wednesday 10 <sup>th</sup> April 2019	DRAFT Regeneration and Wellbeing Committee

Noted