

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 16th October 2019

**Present: Councillor Peter Freeman (Mayor)
Councillors Richard Adler, Linda Edwards, John James, Robert John, John Hedley Jones, 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) Kevin Williams (Projects Manger), Louise Robinson (Community Development Officer) and Paul Mann (Cemetery and Facilities Superintendent)

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.20pm – 8.40pm)

Members suspended Standing Orders before the meeting began to allow the meeting to start later than 7.00pm

64. Opening prayer

A prayer was read out by the Rev. Nicholas Jones.

65. To receive apologies for absence

Apologies had been received from Cllrs Pam Every, Amanda Fox, Stephen James, Shirley Matthews, Karen Morris and Mary Wenman.

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

Cllr John James declared an interest in all planning applications due to being a member of the Planning Committee of Carmarthenshire County Council.

67. To consider Police Business if any

No representatives were in attendance but a written report had been received and distributed to members in advance of the meeting.

68. To confirm the minutes of the meeting held on Wednesday 18th September

Cllr Linda Edwards stated her intention to abstain as she was not present at the meeting.

Cllr Robert John **PROPOSED** that the Council accept the distributed minutes were an accurate record of the meeting, seconded by Cllr Richard Adler.

Mayor/Maer 
20/11/2019

In the ensuing vote 11 members voted in favour of the proposal with 1 abstention and **RESOLVED** to approve the minutes. The Mayor then proceeded to sign the minutes in the presence of those assembled.

Action: Admin Assist

69. To receive a verbal update from the Chairs Committee

Members heard that the Committee had met twice since the previous Ordinary meeting, and they had discussed the following matters:

- Set the agenda for the Town Council Ordinary Meeting.
- Updates on Council events and Community Engagement were received
- Discussed an item on rationalising the Committee structure with a recommendation to Council.
- Staff issues which would be discussed in camera.

70. To consider the budget monitoring report

The Acting Clerk and RFO had highlighted for members some of the key figures in the report and guided members through them.

He stated that overall the targets for this report would be expected to be at 41.7% but that the current Net Operational Expenditure was currently at 35.38%.

Facilities and Assets Committee – The income was currently at 65.49% well ahead of its target on each facility, while total expenditure was at 52.76%, also ahead of its target.

Finance, Governance and Personnel Committee – The income was currently at 153.46%, while expenditure was at 36.77%.

Regeneration and Wellbeing Committee – Income was currently at 39.66% while expenditure for this Committee remained very low at 13.11%. Members were reminded that a number of items were not due until the winter period which would quickly affect the expenditure totals.


The Acting Clerk and RFO answered some members queries relating to listed items, and confirmed that the Council had been charged at the full rate for the Band Room at the Copperworks, despite being promised this would not happen, there had therefore been a greater expense than budgeted for on that item

Cllr David Owens **PROPOSED** that the report be accepted seconded by Cllr Moira Thomas. The Council voted unanimously in favour of the proposal and **RESOLVED** to accept it.

71. To consider the following planning applications.

Members heard that the Planning Sub-Committee had met on 15th October and had discussed the following applications and made the following recommendations:

<u>Application No.</u>	<u>Date</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
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Mayor/Maer 
20/11/2019

S/39521	25/09/2019	Trystan Gruffydd, 14 Elkington Park, Burry Port, SA16 0AU	Demolition of existing dwelling and replacing it with a dormer bungalow at: Y Bwthyn, Tyfri Road, Burry Port, SA16 0DR
Members had no objections and recommended the application be APPROVED			
S/39550	02/10/2019	Robert Lewis, 26 Brynymor, Burry Port, Carmarthenshire, SA16 0LA	Proposed side extension at 26 Brynymor, Burry Port, Carmarthenshire, SA16 0LA
Members had no objections and recommended the application be APPROVED			
S/39623	14/10/2019	Amcanu Ltd – Owain Davies	Retrospective application for a nitrogen gas storage tank and associated plant to supply suitable colour gases for an existing fibre laser cutting machine

Members noted the recommendations and voted on whether to accept the recommendation of the Sub-Committee for each application in turn with the following results

S/39521 – 11 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39550 – 11 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39623 – 11 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

ACTION: Projects Manager

72. To receive any County Councillors' reports

Cllr Hugh Shepardson reported that the proposed housing development at Garreg Lwyd had been refused planning permission on the grounds of concerns on access. There was uncertainty if the developers would appeal the decision as yet. He thanked Cllr John James for his actions during the site visit in highlighting those concerns to the Planning Committee.

He added that there would be further investment of £270,000 in Pembrey country Park with new toilet facilities being built by the County adjacent to the children's play area as well as upgrading of the pitch and putt facility.

Members welcomed the report and discussed briefly their surprise to learn of a new toilet facility being built by the County Council despite this being against their own toilet strategy, and clarity on the matter was requested, given the need for multiple facilities at the harbour in Burry Port.

Cllr John James congratulated the Pembrey County Councillors on securing that investment, noting that the Town Council had long argued in favour of there being toilet facilities at that location. With regards the need for additional facilities at Burry Port harbour, he stated he would be raising it at the meeting of the Executive board and at the next full County Council meeting. He asked for all members to apply whatever pressure they could at County with that aim.

He stated that given recent revelations about the farming of dogs in the county he was pushing for discussions on the issue to be brought forward at the County Council.

Members were asked to note that the Local Development Plan would be going before the County Council in November and would be opened for public consultation at some point after. All were encouraged to read and comment on the document once it was available.

73. To receive the Mayor's report.

The Mayor reported that he had attended the following events:

- Band of the Welsh Guards, St Peter's Church, Caerfyrddin
- Raising of the World Peace Banner, Caerfyrddin
- Carmarthenshire Scout Council AGM, Y Tuml
- John Nicholson Collection, book launch at St Illtyd's Church
- British Legion Meeting regarding Remembrance Day events
- Chair of Carmarthenshire County Council charity Italian evening
- Tenovus Pink Celebration Concert, Bethel Chapel
- Llanelli Town Council Curry Night, Shapla Llanelli
- Cadno Fashion Show for Tenovus Cancer Care, Ashburnham Hotel (Mayors Consort and guest)

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

Cllr David Owens reported that he had attended the One Voice Wales Annual General Meeting where he had spoken with the Head of Engagement at Hywel Dda Health Board Nicola O'Sullivan, who was speaking at the event, who had shown a great interest in the Council's efforts to set up the Community Forums.

Another speaker had been an officer from One Voice Wales highlighting the changes that Town and Community Councils were facing in the near future. Among a long list of issues, "mandatory annual reporting" and "mandatory training for Councillors" were highlighted.

Cllr Michael Theodoulou had also attended the same event, only adding that he had been elected at the Vice Chair of One Voice Wales.

He had also attended the Larger Councils Committee meeting where two presentations had been heard. The first on asset transfers had suggested that the Town Council had done very well out of this process, while the second on a new digital platform for increasing democratic transparency had been of interest and he would be arranging for the details to be sent to the CDO to make contact.

A point of discussion at the meeting had been on the obligation Town Councils faced for reporting on their activities in line with the Environment Act (Wales), but as yet the guidance material on how to report it had not been released by the Welsh Government. It was hoped that a meeting on the 23rd of October with OVW may make things clearer.

The creation of the joint committee of the Welsh Local Government Association and One Voice Wales was looking at ways for closer working between the types of organisations they

represented, and on how both could work more closely with the Welsh Government, as had been outlined by the Independent Panel's report.

The Understanding Welsh Places website was being rolled out now as had previously been discussed.

Cllr Bob Walpole reported that he had attended a Natural Resources Wales engagement event in line with his role as Lead of the Resilience Community Forum. They had looked at a wide range of topics, including:

- Health inequalities
- Land management
- Declining biodiversity
- Changing climate

The meeting had provided some excellent discussion and a good networking opportunity.

75. Consideration of rationalisation of the current committee structure

Members heard how this matter had been referred from the Chairs Committee. They recognised that since the restructuring process there had been a number of changes to the work undertaken by the Council and the way it did so. It was highlighted that there had been an increase in staff resources, that the public forums had been established and that a program of works to make improvements to facilities was starting. With these changes there needed to be a rationalisation of the structure to account for the new areas of work and ways of working. The Chairs had recognised that the structure could only be set at the Annual Meeting of the Council but felt the Council was able to rationalise its structure to better allow it to undertake its workload.

Members extended a warm welcome to Paul Mann who had recently started working for the Council as its Cemeteries and Facilities Superintendent.

The Chairs Committee, following its discussion had unanimously made the following recommendation for consideration:

- Amalgamate the Community Engagement Sub-Committee and the Regeneration and Wellbeing Committee.
- To allow for continuity in the workload, Cllr Michael Theodoulou would Chair this amalgamated Committee while Cllr Robert John would take on Chairing the Facilities and Assets Committee.
- Facilities and Assets Committee to establish a new sub-committee to oversee the ongoing facilities projects.
- The Chairs Committee to be comprised of the Chairs and Vice Chairs of Committee's along with all senior staff.

In response to a query regarding the change of Chairs, it was stated that the workload for the proposed Regeneration and Community Engagement Committee would best be served by the current Chair of the Community Engagement Sub-Committee.

Members voted on the recommendations with 11 members voting in favour with 1 abstention and 0 against. It was therefore **RESOLVED** that the recommendations be adopted.

ACTION: Acting Clerk

76. Consideration of opening pre Town Council meetings where guests have been invited to speak, to members of the public

Members were informed that the Chairs had discussed this matter after noting that the public would not be able to attend the presentations from invited guests unless the Council took a decision to allow it. It was noted that there was much public interest in activities around the harbour and that many would have wanted to be present for the discussion that had taken place prior to the meeting. Members also noted that barring public attendance at those presentations was at odds with the Council's new relationship with the public via the Forums.

Members were in agreement that the presentations from invited guests should be held in public due to their interests and discussion instead focussed on the following:

- Should they be a presentation in public, in the same way as the Ordinary Meeting is a meeting in public?
- Should it be a public presentation with all audience participation encouraged?
- Should the presentations be included on the agenda?
- Should the presentations be arranged for separate dates and venues instead of preceding the meeting?

Cllr John James wished it to be recorded that he requested that they be public presentations with the public being allowed to speak under the control of the Chair, with questions to be directed via the Acting Clerk.

Cllr Michael Theodoulou **PROPOSED** that future presentations from invited guests that are not contentious, should be held in public as part of the meetings' agenda, seconded by Cllr Hugh Shepardson.

In the ensuing vote 12 members voted in favour with 0 abstentions and 0 against. It was therefore **RESOLVED** for the proposal to be adopted.

ACTION: Acting Clerk

Members were asked to note that Standing Orders required that the Ordinary Meeting could only start at 7pm and if they wished to arrange meeting to start earlier, that would have to be agreed at the next Annual Meeting.

77. Consideration of the method of distribution of "for information" documents for members

Members heard that this issue had initially arisen as part of the drive to create a paperless office, but had become more pressing due to space issues now that the number of staff had increased, thereby reducing the available space for preparing Councillors meeting papers. In recognition that all members were now using their Council email addresses, the recommendation was for documents for noting that were on the agenda, only be sent via email.

Cllr Michael Theodoulou **PROPOSED** that the recommendation be adopted, seconded by Cllrs David Owens.

In the ensuing vote members voted unanimously in favour and it was **RESOLVED** that it be adopted.

ACTION: Assistant Town Clerk

78. To note the following minutes for information:

Date	Meeting
Wednesday 11 th September 2019	DRAFT Regeneration and Wellbeing Committee
Wednesday 4 th September 2019	Facilities and Assets Committee
Monday 9 th September 2019	DRAFT Finance, Governance and Personnel Committee
Monday 9 th September 2019	DRAFT Community Engagement Sub Committee
Tuesday 10 th September 2019	Chairs Committee
Tuesday 10 th September 2019	Burial Sub Committee

Cllr Michael Theodoulou **PROPOSED** that the minutes be noted, seconded by Cllr David Owens.

In the ensuing vote members voted unanimously in favour of the proposal and it was therefore **RESOLVED** to note the minutes.

79. To consider communications received

The Mayor read aloud an email from Cllr Mary Wenman in relation to her concerns on the safety and standard of play equipment.

Cllr Michael Theodoulou **PROPOSED** that the CFS undertake an inspection of the play equipment urgently, for him to make use of the most recent inspectors report and to take action as necessary, while the letter be referred to the Facilities and Assets Committee for consideration, seconded by Cllr David Owens.

In the ensuing vote members voted unanimously in favour of the proposal and it was therefore **RESOLVED** to note the communications received.

ACTION: CFS

The Acting Clerk reminded members that if they have any concerns regarding facilities that they should contact the CFS in the first instance as well as the Chair of the Facilities and Assets Committee.

Members were reminded that this years remembrance service would take place on Sunday 10th November in the Memorial Gardens in Burry Port and that an additional remembrance event would be taking place on the 11th November in Pembrey Memorial Hall.

Members were asked to note that it was a busy schedule on that day with Ysgol Glan y Môr School's Remembrance service at 8.45am, open to all Councillors, the remembrance event in Pembrey Memorial Hall to start at 10.30am, again open to all Councillors, and finally with a Finance, Governance and Personnel Committee meeting at 1pm.

Members noted that because of their earlier decision, there would now no longer be a Community Engagement Sub-Committee meeting on the evening of the 11th November as it was now merged and the Committee would meet on Wednesday the 13th November at 6.30pm.

80. **In camera discussions**

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

In the ensuing vote 12 members voted in favour. It was therefore **AGREED** to move the meeting to in camera.

Louise Robinson, Kevin Williams, Paul Mann and Ed Davies left the meeting 8.40pm

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 18th September 2019**

The minutes of the above meeting were approved.

b) **Update on staffing issues**

Staffing issues were discussed.

c) **To note the following confidential minutes**

Date	Meeting
Wednesday 11 th September 2019	DRAFT Regeneration and Wellbeing Committee
Wednesday 4 th September 2019	Facilities and Assets Committee
Monday 9 th September 2019	DRAFT Finance, Governance and Personnel Committee
Tuesday 10 th September 2019	Chairs Committee

Noted.