

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 17th February 2021
Dydd Mercher 17^{fed} Chwefror 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

**Present: Councillor Lisa Mitchell (Mayor)
Councillors Linda Edwards, Peter Freeman, Les George, Robert John, John Hedley Jones, Karen Morris, Andrew Phillips, Hugh Shepardson, Michael Theodoulou, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman**

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent) Louise Robinson (Community Development Officer) and Ed Davies (Admin Assistant)

Absent: Councillors Rachel Evans and Stephen James

Via videoconference 7.05pm – pm

139. To receive apologies for absence

Apologies had been received from Cllrs David Owens.

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

Cllr Les George declared an interest in any item related to the harbour.

Cllrs Peter Freeman and Michael Theodoulou declared an interest in agenda item 95

141. To confirm the minutes of the meeting held on Wednesday 20th January 2021.

Cllr Robert John **PROPOSED**, seconded by Cllr Linda Edwards that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllrs Les George, Lisa Mitchell and Bob Walpole abstained from voting as they were not present at the meeting.

142. To consider the budget monitoring report

As previously agreed, the Clerk provided members with a high level report and invited members to ask any questions regarding the detail should they require it. He stated that the expected percentage position for each budget for this point in the year was 75%.

The Facilities and Assets budget stood at 79%, although this was artificially inflated by the payment for the works to the pitch for Pembrey AFC which would eventually be covered by Section 106 money.

The Finance, Governance and Personnel budget stood at 79% also, which had been caused by the employment structure they were paying for being different to the one they had budgeted for.

The Regeneration and Community Engagement budget stood at 61% as the Council had done less than they had budgeted for in relation to events.

The overall budget stood at 71% which put it marginally under budget.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr John Hedley Jones that the report be accepted. **RESOLVED**.

143. To consider the following planning applications, see attached list.

The Planning Sub-Committee had discussed the listed applications and made the following recommendations:

<u>Application No.</u>	<u>Date</u>	<u>Site Address</u>	<u>Description of Application</u>
PL/01147	22/01/2021	Pembrey Burrows & Saltings Local Nature Reserve, Pembrey, SA16 0EJ	Approval of details reserved by a condition, Discharge of Condition 3 (provide Written Scheme of Investigation (Archaeology) on S/40799, approved 24/09/2020
As the application has recently received approval, the Committee raised no objection.			
PL/01126	19/01/2021	14 Bryn Illtyd, Burry Port, SA16 0LB	Full planning permission: Right hand side 2-storey extension replacing an existing slightly smaller single-storey extension
The Committee raised no objection.			
PL/01252	03/02/2021	79 Stepney Road, Burry Port, SA16 0BP	Proposed double storey side extension & single storey rear extension to existing dwelling
The Committee raised no objection.			
PL/01158	03/02/2021	Park Restaurant and Visitor Centre, Pembrey Country Park, Factory Road, Pembrey, Burry Port, SA16 0EJ	Low level play equipment, extension to patio area and construction of pathway to allow accessibility for all from the car parking areas
The Committee raised no objection.			
PL/01233	09/02/2021	Plot Adjacent to Burry Villa, Burry Port, SA16 0NH	Non Material Amendment on S/26636. Remove conditions relate to Code for Sustainable Homes as the Code for Sustainable Homes is no longer applicable
The Committee raised no objection.			
PL/01140	09/02/2021	Pembrey Country Park (Camping Site), Pembrey, Llanelli, SA16 0EJ	Pembrey Country Park campsite has 320 pitches where caravans, tents and motorhomes pitch. There are electric, non-electric and fully serviced pitches it is proposed to put 17 removable glamping pods within a dedicated field on the campsite

The Committee raised no objection.

In relation to PL/01147 members noted that the application had already been approved.

In relation to PL/01126 – Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole for the recommendation to be accepted. **RESOLVED**.

In relation to PL/01252 – Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman for the recommendation to be accepted. **RESOLVED**.

In relation to PL/01158 – Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman for the recommendation to be accepted. **RESOLVED**.

In relation to PL/01233 – Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones for the recommendation to be accepted. **RESOLVED**.

In relation to PL/01140 – Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones for the recommendation to be accepted. **RESOLVED**.

Members discussed that they would benefit from knowing the results of the planning applications that they gave a recommendation for and the ways of finding out that information. If a suitable mechanism could be found members asked that this be reported by the sub-Committee to the Ordinary Meeting.

144. To receive the County Councillor’s report.

Cllr Hugh Shepardson gave his report for the Pembrey ward. There would be further investment in Pembrey Country Park in the form of a low level play area adjacent to the restaurant, partly funded by Section 106 money. He also informed members of the previously mentioned planning application for glamping pods and gave more detail. He stated that the intention of the manager was to purchase 2 pods initially to test the demand and popularity because of the investment costs involved. If they proved successful, more would be purchased up to the maximum of 17 in the planning application.

He confirmed that the pods would be made available to let rather than purchase.

His final update related to the 100 house development in Pembrey which had been repeatedly turned down over many years, which was currently being appealed by the developer. Following legal advice with expertise in this area the County Council would focus its defence on their concerns around highways and access as these had the highest chance for success.

The Clerk/RFO informed members that he had been in communication with County Cllr John James who had sent a letter to him which had had permission to read aloud to members. In it he requested that the Town Council, the ward representatives and the County Council worked together to tackle problems the community faced. In particular he highlighted his concerns regarding future of the grass-cutting regime.

Members welcomed the letter and noted that the Town Council was already working through its officers with the County Council to tackle changes to place-based services in the area, including the grass-cutting. Members were reminded that non-councillors could not be invited to participate in Town Council meetings other than as an observer, but that County Cllr John James

would be welcome to contribute to the community forums, which could make use of funding streams that were not available to any of the other parties.

Members discussed their options for responding and were **AGREED** for the Clerk/RFO to prepare a response which encapsulated their comments and concerns, for the draft letter to be approved, via email by the Chairs Committee, and for all members to have sight of the final agreed version prior to its sending.

ACTION: Clerk/RFO

Members were advised to contact the Clerk/RFO to raise any concerns they had so that they could be considered by the appropriate committee.

145. To receive the Mayor’s report

The Mayor thanked members and staff for their cards and kind words during her recent absence and thanked the Deputy Mayor for chairing the previous Ordinary Meeting in her place.

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

Members heard a report of the meeting of the Larger Councils at One Voice Wales. A number of issues had been raised including defibrillators in the community and the advice would be referred to the Regeneration and Community Engagement Committee for consideration.

Action: Deputy Clerk referral

Discussions had taken place regarding the new local government act which had recently been signed into law and the Clerk/RFO was asked to compile the information and advice from One Voice Wales for consideration by the Chairs Committee for dissemination to each Committee in turn.

Action: Clerk/RFO

There had also been an update regarding the requirements on Town Councils by the Land Registry for registering all of the land in their ownership.

The Carmarthenshire Area Committee of One Voice Wales had also met where it was apparent the Town and Community Councils were providing a number of additional services for their communities.

Members also heard that progress was being made in persuading the Welsh Government to make resources available for Town and Community Councils to respond to the aftermath of Covid-19 via a three year funding agreement with One Voice Wales. There would also be resources available to help them to tackle their responsibilities in relation to the Environmental Act.

147. Consideration of reverting to Teams for Council meetings, for a month’s trial.

Members discussed whether or not it would be a worthwhile trial as many felt that problems existed across each platform available for video conferencing.

Cllr Michael Theodoulou proposed that the recommendation of the Chairs Committee be accepted, but no one seconded the motion and so it failed.

148. Consideration of two grant applications

Members were informed that the details of the two applications had been received too late for consideration by the Regeneration and Community Engagement Committee and so they had been referred to the Ordinary Meeting for a decision.

The CDO informed members that the applications were both Community Grants and that there was £3500 remaining in that fund for distribution.

Burry Port RFC

The application was a request for a contribution up to £8000 towards the total cost for the construction of a fence around the pitches as a means of reducing animals ingress and fouling of the surface, and so increase player safety. The total cost of the project was stated as being £18,000 of which the club had already secured £10,000.

The CDO confirmed that due to the Clerk/RFO’s involvement in the club she had assessed the club’s finances to provide an additional check.

Members discussed the application, with many expressing strong support for the club and its work in the community but concerns at whether or not investing in a fence was appropriate given the challenges the community faced. Some concern was also raised as although the park was intended for the whole community, increasingly its use was being decided by the sports teams. Members felt that the club should establish whether or not they require planning permission to erect the fence. It was noted that the Council had previously granted Pembrey AFC money to assist with efforts to prevent animal ingress and activity on the pitch, which may have set a precedent.

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Peter Freeman that a contribution of £500 be awarded to the club.

In the ensuing vote 9 members voted in favour with 2 against and 3 abstentions. **RESOLVED.**
ACTION: CDO

Grab and Bag

Members noted that due to an administrative error on behalf of the office the application received was on the incorrect form but that it was being considered as a Community Grant. The CDO confirmed that the forms both asked for the necessary information and had been supplemented by numerous conversations with the applicant.

The CDO stated that although the group did not have a steady income, they did normally fundraise by conducting a litter pick before and after the Summer Carnival, in return for a financial contribution to cover their insurance costs. With that source of fundraising unavailable that formed the first part of their application. The remainder was for funds to purchase new and replacement equipment which the group intended to make available for anyone to use with the CDO to act as a curator.

Members raised a concern that the request to purchase equipment for the group and then for the Council to be the custodian of that equipment was too complicated a situation. Members were also in agreement that the group needed support.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris, that the Grab and Bag Group be awarded the amount necessary to cover their insurance costs and for the request to

purchase new equipment to be referred to the Regeneration and Community Engagement Committee. **RESOLVED.**

ACTION: CDO and ref to Regen

149. Consideration of the document “A strategic plan for responding to the Covid 19 crisis”.

One member raised concerns about the Council trying to do too much and that staff were already working at capacity. They were afraid that such a document may result in staff creating more work which may generate an increased financial burden on the community through legacy costs. They submitted that the creation of the CDO post was an example of a financial legacy cost where the post had only been partly funded.

Other members were concerned that the comments were an attack on the work of the CDO and it was highlighted that her work had generated a number of positive benefits for the community. Members also highlighted that the document provided the CDO and all staff with a framework from which they could better prioritise the work and projects the Council applied for and undertook.

It was noted that no costing was attached to this document as it set out a framework for staff to work to. It stated that any project submitted for consideration, had to evidence the financial implications and routes to funding it. These would be assessed by the relevant committee for each project. The document also emphasised that the Council would not seek to duplicate services already provided.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that the Council accept the document.

In the ensuing vote 13 members voted in favour with 1 abstention and 0 against. **RESOLVED. RESOLUTION**

150. Consideration of next stage of the Food Forward project.

Cllrs Peter Freeman and Michael Theodoulou declared an interest in this item and left the meeting. 8.45pm

The CDO informed members of the positive impact the project was having in the community with the current system operating at its 50-family capacity, since it had been established in mid-2020. These families paid a sum of £3.50 to receive a food parcel which contained items up to a value of £15. The project had recently secured additional funding to keep it going for a further 6 months.

The nature of the request was that the project wished to change how it offered its service, so that instead of a pre-packaged parcel, the families would be able to select their items. It was believed that this would prevent wastage as currently they could not refuse or return items they did not want. To do so may entail the installation of additional freezer and fridge units to enable sufficient produce to be delivered before distribution. The CDO emphasised that by agreeing to the request the project would be able to double the number of families it could support.

In response to a query the CDO confirmed that as it was related to the distribution of food, this was considered an essential service and so the families were able to enter the Memorial Hall to

collect their parcel. All users were expected to comply with the minimum safety requirements in order to collect and this would continue if the change was agreed to.

Members discussed the request at length. Some members expressed concern that by agreeing to this change it would restrict the Council’s ability to offer a space for hire to the community when the lockdown restrictions were lifted.

The CDO confirmed that the current system could operate while lockdown restrictions persisted and that members could review their agreement on a monthly basis so as to not restrict the plans of the Council.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr John Hedley Jones that the meeting continue beyond 2 hours in length. **RESOLVED**.

Members discussed whether it would be better to find a different premises for the service to operate from.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Bob Walpole that the project be given approval to change its service to allow user selection, and for approval to use the Memorial Hall to be granted for 6 months with a review after 3 months.

Cllr Lisa Mitchel proposed an **AMMENDMENT**, seconded by Cllr Hugh Shepardson for the project to be given approval to change its service to allow user selections and for approval to use the Memorial Hall to be granted for up to 6 months with a notice period of 4 weeks, subject to review at each Ordinary Meeting. **RESOLVED**.

ACTION: Deputy Clerk for Town Council agenda

151. To note the following minutes for information:

Date	Meeting
6 th January 2021	Facilities and Assets Committee
12 th January 2021	Finance, Governance and Personnel Committee
12 th January 2021	Chairs Committee
13 th January 2021	Regeneration and Community Engagement Committee

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Bob Walpole that the above minutes be noted. **RESOLVED**.

Cllrs Peter Freeman and Michael Theodoulou returned to the meeting at 9.05pm

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Robert John that the meeting should proceed in camera. **RESOLVED**.

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.

152. a) To confirm the confidential minutes of the meetings held on Wednesday 20th January 2021.

Cllr Robert John **PROPOSED**, seconded by Cllr Andrew Phillips, that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllrs Les George, Lisa Mitchell and Bob Walpole abstained from the vote as they were not present.

b) **Update on staffing matters.**

There were none to make.

c) **To note the following confidential minutes for information:**

Date	Meeting
6 th January 2021	Facilities and Assets Committee
12 th January 2021	Finance, Governance and Personnel Committee
12 th January 2021	Chairs Committee

Members noted the minutes.

Meeting ended 9.10pm