

**Pembrey and Burry Port Town Council**

**Ordinary Meeting**

**Wednesday 17<sup>th</sup> March 2021**  
**Dydd Mercher 17<sup>fed</sup> Mawrth 2021**

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

**Present: Councillor Michael Theodoulou (Deputy Mayor)  
Councillors Linda Edwards, Peter Freeman, Stephen James (arr. 7.16pm), Robert John, John Hedley Jones, Karen Morris, David Owens, 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), Louise Robinson (Community Development Officer) and Ed Davies (Admin Assistant)**

**Apologies: Councillors Lisa Mitchell (Mayor) and Les George.**

**Via videoconference 7pm – 8pm**

**153. To receive apologies for absence.**

The Clerk/RFO informed members that following her lack of attendance for a period of 6 months at any Council meeting or activity, Rachel Evans was no longer a Councillor. He had followed the legal obligations and attempted communication on numerous occasions without success. He had sent her a letter informing her of the situation and he would now begin the process of advertising the vacancy. He reminded members that if sufficient people called for an election then one would take place otherwise, they could look at co-option.

Apologies had been received from Cllrs Lisa Mitchell and Les George.

Cllr Robert John wished to record an apology to members and staff in relation to the previous meeting. He stated that he had apologised in person to those affected by his comments and that they had been accepted.

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

Cllrs Michael Theodoulou and Peter Freeman declared an interest in item 163 due to their links with CBSA and the Food Forward Project.

**155. To confirm the minutes of the meeting held on Wednesday 17<sup>th</sup> February 2021.**

Members discussed whether or not a change could be made to the minutes at this stage if they were not a correction. It was noted that comments made by members in the public section of meetings were a matter of public record. The Clerk/RFO confirmed that members could only request corrections to the minutes where there were mistakes.

Members noted that they should consider carefully what items they needed to discuss in camera or otherwise. Members discussed the level of detail required in the minutes and asked staff to prepare a report on that issue.

**ACTION: Deputy Town Clerk**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllr David Owens stated his abstention from the voting as he had not been present at the meeting.

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

The Clerk/RFO had prepared a high-level report as in previous meetings and guided members through the headline items.

Facilities and Assets – overall 86%

Members noted that this figure was altered by the expenditure on Pembrey AFC pitch which should be covered by the Section 106 funds.

The Clerk/RFO wished to highlight for members an urgent matter related to potential overspend within this budget which needed addressing before the next Committee meeting. Over the Easter weekend the CFS advised that an increase in toilet cleaning for the temporary toilets at Burry Port Harbour would be needed. Members needed to decide if they were happy to continue to provide the service over that weekend and to make the changes to the cleaning regime and to accept the necessary costs.

Cllr Stephen James arrived at 7.16pm

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Robert John that the toilets be retained and the cleaning regime be increased as necessary. **RESOLVED**.

**ACTION: CFS**

Finance, Governance and Personnel – overall 87%

Members noted that the staff structure in use was different to that which had been budgeted for and so this would result in being slightly over budget by the end of the year.

Regeneration and Community Engagement – overall 77%

This would likely remain underbudget by the end of the year. The Clerk/RFO stated that the budget was dominated by the grants received and spend against it on community support. He reminded members that as March was a month when many accruals were paid off, he could not be sure how underbudget this Committee would be at the end of the year.

**157. To consider the following planning applications, see attached list.**

Members heard the following recommendations from the Chair of the Planning sub-Committee.

<u>Application No.</u>	<u>Date</u>	<u>Site Address</u>	<u>Description of Application</u>
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PL/01373	22/02/2021	Land at Seaview Terrace, Burry Port, SA16 0EN	Non Material Amendment to PL/00330 (Delivery times)
Members raised no objection to the application.			
PL/01341	23/02/2021	Land part of former Goodig Hotel, Pwll Road, Burry Port, SA16 0TA	Discharge of Conditions 3, 4, 5, 7, 10 and 11 on S/38373 (Construction of two additional detached dwelling houses (as Plots 104 and 105))
Members discussed the application and felt that provided all the conditions were met, raised no objection to the application.			
PL/01352	22/02/2021	Beacon House, The Harbour, Burry Port, SA16 0ER	Change of use from a detached garage into a residential annexe, construction of a detached garage
Members discussed the application and felt that the position of the new garage prevented any additional/overspill parking at the rear of the property which may result in on-road parking on a narrow lane access. Members also raised concerns as to whether the conversion of the existing garage to an annex was in line with the policy of Carmarthenshire County Council.			
PL/01307	23/02/2021	Traeth Le, The Links, Pembrey, Llanelli, SA16 0HU	Non-Material Amendment to PL/00082
Permission granted on 08/03/2021			
PL/01410	25/02/2021	10 Carway Street, Burry Port, SA16 0AE	Non Material Amendment to S/40331
Members raised no objection to the application.			
PL/01463	04/03/2021	Land Adjacent to the Former Farmers Arms, Graig, Burry Port, SA16 0DB	Outline application for 2 dwellings
Members discussed the application and, due to the nature of the site, were in agreement with the recommendations of the Dyfed Archaeological Trust in that an appropriate level building recording survey is undertaken before work commences.			
PL/01289	02/03/2021	11 Randell Square, Pembrey, Burry Port, SA16 0TY	Non-Material Amendment. Relocate rear personnel door to the rear left corner side of the garage. Change corrugated roof sheets to standard slate effect roof
Members raised no objection to the application.			
PL/01482	09/03/2021	9 Dyffryn, Burry Port, SA16 0TE	Replace existing lean-to side extension with a new, two storey extension to provide an open- plan kitchen, a utility room and bathroom downstairs, and two further bedrooms upstairs
Members raised no objection to the application.			
PL/01188	09/03/2021	Former RNLI Lifeboat Station, Harbour Approach, The Harbour, Burry Port, SA16 0LT	Discharge of Condition's 5 (Biodiversity enhancement scheme), 6 (External Lighting Scheme) and 7 (Photographic Survey) of PL/00367
Members noted that as of the 15 <sup>th</sup> . March, no photographic survey had been received and that until all conditions were met, recommended refusal of the application.			

PL/01083	10/03/2021	Barn at Court Farm, Mountain Road, Pembrey, Burry Port, SA16 0AZ	Listed building consent - Conversion of a Grade II Listed barn to 4 holiday lets
Please see below.			
PL/01080	10/03/2021	Barn at Court Farm, Mountain Road, Pembrey, Burry Port, SA16 0AZ	Full planning permission - Conversion of a Grade II Listed barn to 4 holiday lets
Members felt that due to the volume of documentation to be studied prior, they were unable to come to an informed decision in such a short space of time before making any recommendation. Due to these circumstances, Pembrey & Burry Port Town Council formally request an extension of time be awarded the consultation period by Carmarthenshire County Council.			

Members were made aware of an appeal to the refused application at Garreg Lwyd. A letter of response had been prepared by the sub-committee outlining the Council's concerns regarding the development, focussed primarily on traffic concerns. Members discussed the contents and suggested one grammar correction, and to omit the last sentence to prevent confusion.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris for the letter to be given Council approval to be sent to the Planning Inspectorate from the Clerk/RFO, subject to the above correction and omission. **RESOLVED**.

**ACTION: Clerk/RFO**

PL/01373 – Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

PL/01341 - Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

Cllr Robert John declared an interest in the above application as he lived near to the development however it was not a disqualifying interest.

PL/01352 - Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

PL/01307 – Members noted that this application had already been approved.

PL/01410 - Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

PL/01463 - Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

PL/01289 - Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

PL/01188 - Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED**.

PL/01083 and PL/01080 – members discussed these

Cllr David Owens declared an interest in the above items due to living near to the development, however it was not a disqualifying interest.

Members noted that the County Councillors for the ward were submitting an objection to the proposals based on highways concerns regarding the access off the road.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Stephen James that the recommendation be accepted and for the Planning sub-committee to be granted the delegated authority to respond on behalf of the Council before whichever deadline was set. **RESOLVED.**  
**ACTION: Projects Manager**

Cllrs Hugh Shepardson and David Owens stated their abstentions from the above vote.

**158. To receive the County Councillor’s report.**

Cllr Hugh Shepardson informed members of the Welsh Government Local Sustainable Response Fund from which the County Council had been awarded £1.7m to establish e-bike charging stations around Carmarthenshire, one of which would be in Pembrey Country Park.

He also informed members that the Pembrey school application was going before the Executive Board on Monday 22<sup>nd</sup> March and that their decision would be made public soon after.

**159. To receive the Mayor’s report.**

Because the Mayor was not present there was nothing to report.

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

Members noted a report from OVW on coming changes regarding the local government sector at Town and Community Council level. In addition to the report members heard that OVW was restructuring itself to reflect those changes and to provide better support for smaller Councils.

**161. Consideration of 2021/22 facilities fees and charges (referral from Facilities and Assets Committee 03/03/21).**

Members noted that the recommendation from the Facilities and Assets Committee was to keep the fees and charges at the same level as the year previous and to introduce a hiring fee for the Bowls Facility building based on the same calculations as the other facilities.

Cllr Robert John **PROPOSED**, seconded by Cllr John Hedley Jones that the recommendation be accepted. **RESOLVED.**

**ACTION: Clerk/RFO**

**162. Consideration of 2021/22 fees and charges for Dolau Fan Cemetery (referral from Facilities and Assets Committee 03/03/21).**

Members noted that the recommendation of the Facilities and Assets Committee was to keep the same fees and charges as the year previous.

Cllr Robert John **PROPOSED**, seconded by Cllr Moira Thomas that the recommendation be accepted. **RESOLVED**.

**ACTION: Clerk/RFO**

**163. Consideration of allowing Food Forward project to continue use of Burry Port Memorial Hall (referred from previous Town Council meeting as an ongoing item).**

The CDO stated that as there had been no change to the alert level and preparations to alter the service not yet completed there was nothing to consider, however the Council had requested this issue be on the agenda for every month.

Cllrs Michael Theodoulou and Peter Freeman declared an interest, however as there was no discussion they were not disqualified.

**164. Consideration of a Town Council newsletter.**

Members noted the draft they had received and that those comments that had been submitted in advance would be incorporated into the final draft.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris that the comments be used to produce a final draft for consideration by the Newsletter working group for final approval. **RESOLVED**.

**ACTION: CDO**

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

<b>Date</b>	<b>Meeting</b>
3 <sup>rd</sup> February 2021	Facilities and Assets Committee
9 <sup>th</sup> February 2021	Finance, Governance and Personnel Committee
9 <sup>th</sup> February 2021	Chairs Committee
10 <sup>th</sup> February 2021	Regeneration and Community Engagement Committee (DRAFT)

Cllr Robert John **PROPOSED**, seconded by Cllr Stephen James that the minutes be noted. **RESOLVED**.

**166. 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.

Cllr David Owens **PROPOSED**, seconded by Cllrs Moira Thomas that the meeting should proceed in camera. **RESOLVED**.

**167. a) Update on staffing matters.**

There were no updates.

b) To note the following confidential minutes for information:

<b>Date</b>	<b>Meeting</b>
3 <sup>rd</sup> February 2021	Facilities and Assets Committee
9 <sup>th</sup> February 2021	Finance, Governance and Personnel Committee
9 <sup>th</sup> February 2021	Chairs Committee

Cllr Robert John **PROPOSED**, seconded by Cllr John Hedley Jones that the minutes be noted.  
**RESOLVED.**

Meeting ended 8pm