

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 17th April 2019

Present: Councillor Robert John (Mayor)

Councillors Richard Adler, Linda Edwards, Peter Freeman, John Hedley Jones, Lisa Mitchell, David Owens, Hugh Shepardson, Michael Theodoulou, Moira Thomas and Bob Walpole

In attendance: Alan Howells (Responsible Finance Officer), Shan Loudon (Temporary Assistant Town Clerk) and Huw Thomas (Temporary Part Time Responsible Finance Officer Designate)

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.00pm – 8.20pm)

179. Opening Prayer

The Mayor read out a prayer.

Huw Thomas was introduced to any members who had not yet met him. Alan Howells was thanked for his service as RFO and wished luck for the future.

The RFO thanked the Council, stating he had enjoyed his time working for them. He wished the Council good luck for the future and his colleagues too.

The Mayor informed members of the sad death of Cllr Pam Every's daughter. He had spoken to her to give the Council's condolences and she invited all members to attend the funeral as friends. It would take place on Wednesday 24th April in Llanelli Crematorium at 2pm.

180. To receive apologies for absence

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

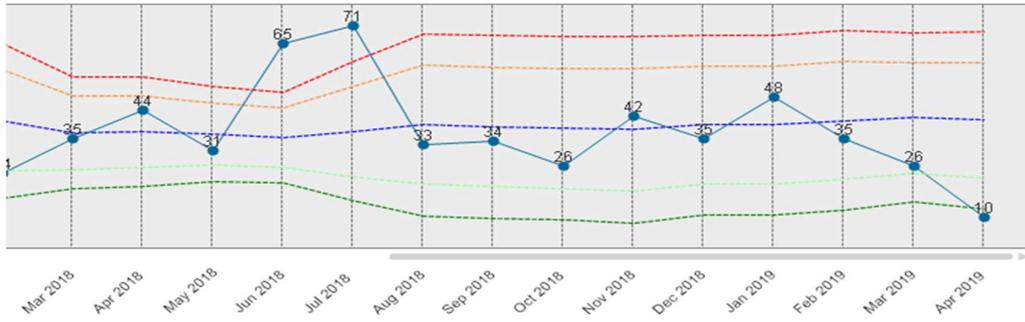
Cllr Bob Walpole would be late in arriving.

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

No new declarations of interest were made.

182. To consider Police Business if any

PCSO's Wayne McNally and Sarah-Louise Davies were in attendance and read out the report as follows:



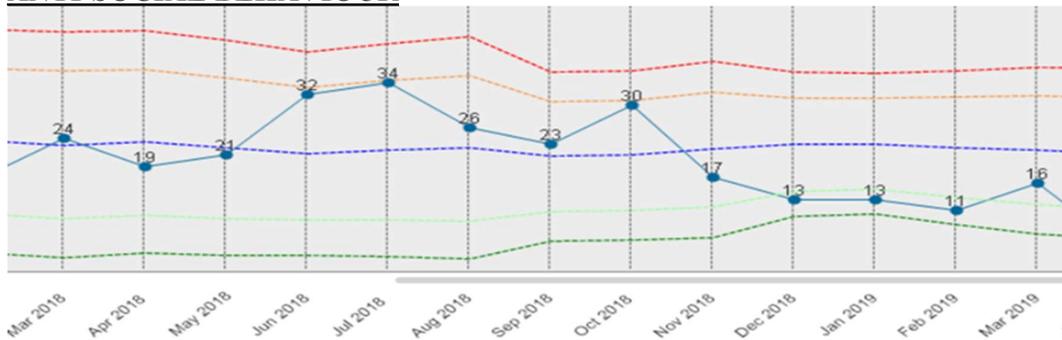
There were a total of 26 crimes recorded for Burry Port and Pembrey wards during the month of March, 2019, which is a decrease of 9 crimes from the previous month. In respect of the 12 month rolling period crimes recorded are under the average for the time of year, however is still considered to be an average number. Looking at year on year comparison there is a decrease of 9 crimes recorded which again is still low for the time of year.

The crimes per section have been broken down further in the table above, showing 13 for Burry

AZB Crime Volumes by Geography - Current Month in Long			
Month ↑	Burry Port	Pembrey	Total
Mar 2019	13	13	26
Feb 2019	19	16	35
Jan 2019	28	20	48
Dec 2018	18	17	35
Nov 2018	33	9	42
Oct 2018	16	10	26
Sep 2018	14	20	34
Aug 2018	23	10	33
Jul 2018	48	23	71
Jun 2018	46	19	65
May 2018	19	12	31
Apr 2018	28	16	44
Mar 2018	18	17	35

Port section and 13 for Pembrey section. There were no residential burglaries, three criminal damage offences, and one theft recorded for the month of March, which again is all very low. The section PCSO'S have a clear patrolling strategy and are actively patrolling the key hot spots of the community in order to prevent and deter ASB. The local officers are constantly working together with partner agencies such as British Transport Police, fire dept., housing associations amongst local charities in order to look at the bigger picture of the community and they strive to solve issues.

ANTI-SOCIAL BEHAVIOUR



Date	Burry Port	Pembrey	Total
Mar 2019	5	11	16
Feb 2019	7	4	11
Jan 2019	4	9	13
Dec 2018	5	8	13
Nov 2018	11	6	17
Oct 2018	21	9	30
Sep 2018	12	11	23
Aug 2018	17	9	26
Jul 2018	23	11	34
Jun 2018	19	13	32
May 2018	12	9	21
Apr 2018	12	7	19
Mar 2018	19	5	24

From the chart above we can see that anti-social behaviour is exceptionally low with just 16 calls for Burry Port and Pembrey section. Anti-social behaviour it is categorised into three sections, personal, environmental and Nuisance.

PERSONAL – 3

NUISANCE – 13

ENVIRONMENTAL – 0

Definitions

ASB: PERSONAL

‘Personal’ is designed to identify ASB incidents that the caller, call-handler or anyone else perceives as either deliberately targeted at an individual or group or having an impact on an individual or group rather than the community at large.

It includes incidents that cause concern, stress, disquiet and/or irritation through to incidents which have a serious adverse impact on people’s quality of life.

At one extreme of the spectrum it includes minor annoyance; at the other end it could result in risk of harm, deterioration of health and disruption of mental or emotional well-being, resulting in an inability to carry out normal day to day activities through fear and intimidation.

ASB: NUISANCE

‘Nuisance’ captures those incidents where an act, condition, thing or person causes trouble, annoyance, inconvenience, offence or suffering to the local community in general rather than to individual victims.

It includes incidents where behaviour goes beyond the conventional bounds of acceptability and interferes with public interests including health, safety and quality of life.

Just as individuals will have differing expectations and levels of tolerance so will communities have different ideas about what goes beyond tolerable or acceptable behaviour.

ASB: ENVIRONMENTAL

‘Environmental’ deals with the interface between people and places. It includes incidents where individuals and groups have an impact on their surroundings including natural, built and social environments.

This category is about encouraging reasonable behaviour whilst managing and protecting the various environments so that people can enjoy their own private spaces as well as shared or public spaces.

People’s physical settings and surroundings are known to impact positively or negatively on mood and sense of well-being and a perception that nobody cares about the quality of a particular environment can cause those effected by that environment to feel undervalued or ignored.

Public spaces change over time as a result of physical effects caused, for example, by building but the environment can also change as a result of the people using or misusing that space.

Actions from last meeting – N/A.

Members enquired about issues of parking, in particular that on Station Road around the junction by the rail bridge and on households with large numbers of cars on estates. The PCSO's advised members to contact the local authority on those issues as it was not a matter the police could enforce outside of emergencies. They added that the new remote enforcement vehicle was hoped to have a positive effect on the parking but added that only civil enforcement officers could do something about the illegally parked vehicles.

Members **AGREED** for a letter to be sent to the County Council expressing concerns on the congestion and traffic management in that area, with Cllrs Amanda Fox and John James to be copied in to it.

ACTION: Temp Assist Town Clerk

Cllr Bob Walpole Arrived 7.15pm

The PCSO's were thanked for their report and they left the meeting.

183. To confirm the minutes of the meeting held on Wednesday 20th March 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.

In the ensuing vote 11 members voted in favour, with 0 against and 0 abstentions. It was therefore **RESOLVED** that the minutes were an accurate account of the meeting.

Action: Admin Assist

184. To receive a verbal update from the Chairs Committee

Members were informed that the Chairs Committee had met on Tuesday 9th April according to the new schedule and that the meeting had been expanded to include the Vice Chairs of Committee. The meeting had been concerned with analysing and reviewing the Financial Regulations and Standing Orders, and they had spoken about the Council's strategy with regards Events. The Committee would be meeting with members of the Pembrey Community Growing Association to discuss the Council's contributions in organising the Big Lunch.

185. To consider the budget monitoring report

No report had been prepared for the meeting due to the RFO focussing on finalising the Annual Return. The RFO provided members with copies of the report for 2017/18, stating that before it can be sent off it would need formal approval from the Council. He proceeded to guide members through the report, page by page.

Members noted that despite having operated without working knowledge of the budgets they had managed their affairs successfully and only taken c. £1400 from the general reserves. Some expressed that this was in thanks to the Committee structure and that the oversight of the Finance, Governance and Personnel Committee had been crucial to successful financial management of the situation.

Cllr Michael Theodoulou expressed his appreciation and thanks for the work of the Finance, Governance and Personnel Committee and wished it to be noted.

The Chair of Finance Governance and Personnel wished to thank the RFO for his assistance in what were very difficult circumstances. He informed members that the RFO had briefed the T-PT-RFOD and they were working to get the Annual Return for 2018/19 delivered on time.

Cllr David Owens **PROPOSED** for the Annual Return for 2017/18 to be endorsed by the Council and submitted, seconded by Cllr Bob Walpole.

In the ensuing vote 11 members voted in favour with 0 against and 0 abstentions.

ACTION: RFO/T-PT-RFOD

The RFO and T-PT-RFOD were reminded that after the submission to the Council's auditor it would need to be submitted for public inspection and that the cover letter would require careful wording. They were advised to consult with the Chairs Committee before doing so.

ACTION: RFO/T-PT-RFOD

186. To approve the Town Council complaints policy and procedure

Members heard how previously the Council had not had this document in place and that it had only made use of the grievance procedure.

Two changes were suggested, on page 2 under "Procedure", points 3 and 5. The references to "Mayor of the Council" should be changed to "Chair of Finance, Governance and Personnel". It was believed that this was a better reflection of the structure of the Council.

Cllr David Owens **PROPOSED** that, provided the suggested changes were made, that the document be approved, seconded by Cllr Michael Theodoulou.

In the ensuing vote 11 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the document be accepted.

ACTION: Temp Assist Town Clerk

187. To receive nominations for the appointment of the Town Mayor Elect for 2019/20

Before proceeding with this item, advice had been received from One Voice Wales, that the Council should grant the Temporary Assistant Town Clerk the authority to act as Proper Officer for the Annual Meeting, to sign the IT contract and to sign the letter for appointing the internal auditor.

Cllr David Owens **PROPOSED** that the Temporary Assistant Town Clerk be granted the authority to act as Proper Officer for the above mentioned actions, seconded by Cllr Hugh Shephardson.

In the ensuing vote 11 members voted in favour, with 0 against and 0 abstentions. It was therefore **RESOLVED** for the Temporary Assistant Town Clerk to be granted the authority of Proper Officer for the specified actions.

ACTION: Temp Assist Town Clerk

Cllr Michael Theodoulou **PROPOSED** that it be noted that Huw Thomas would be the Temporary RFO, with all of the entailing responsibilities, from the date of departure of Alan Howells, seconded by Cllr David Owens.

In the ensuing vote 11 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that Huw Thomas would be granted the authority of Temporary RFO from Wednesday 7th May 2019.

ACTION: Temp Assist Town Clerk

Cllr Michael Theodoulou **NOMINATED** Cllr Peter Freeman for the position of Town Mayor Elect 2019/20, seconded by Cllr Hugh Shepardson.

In the ensuing vote 9 members voted in favour, with 0 against and 2 abstentions. It was therefore **RESOLVED** that the Town Mayor Elect for 2019/20 would be Cllr Peter Freeman.

ACTION: Temp Assist Town Clerk

188. To receive nominations for the appointment of the Deputy Town Mayor Elect for 2019/20

Cllr David Owens **NOMINATED** Cllr Lisa Mitchell for the position of Deputy Town Mayor Elect for 2019/20, seconded by Cllr Peter Freeman.

In the ensuing vote 11 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the Deputy Town Mayor Elect for 2019/20 would be Cllr Lisa Mitchell.

ACTION: Temp Assist Town Clerk

189. Consideration of the purchase of the additional strip of land at Pembrey Memorial Hall

A recommendation had been received from the Facilities and Assets Committee for the Council to seek ownership of the additional strip of land at Pembrey Memorial Hall. Members were reminded that the strip had been offered for sale to the Council by the Church in Wales but that the ownership was in dispute between them and the County Council since then. The Council had decided not to pursue purchase at that time. This new recommendation was in response to the exploration of plans for the construction of a Town Band practice room at the site and it was believed that ownership of this strip would give the Council increased flexibility in its plans.

In the discussion that followed members heard that the Town Council had been maintaining the land in question for a number of years already and that it may have a claim via Adverse Possession. It was also noted that no purchase could be made without the location and ownership of the deeds having been first resolved.

Cllr Michael Theodoulou **PROPOSED** that provided ownership of the deeds was resolved and on advice from the Council's solicitor, the Council seek possession of the strip of land at Pembrey Memorial Hall at its southern boundary, seconded by Cllr David Owens.

In the ensuing vote 10 members voted in favour with 0 against and 1 abstention. It was therefore **RESOLVED** that the Council would seek possession of the land.

ACTION: TSO

190. Consideration of the purchase of business cards for Councillors

Members heard that the purpose of these cards was to allow them to hand out their contact details to constituents who wished to communicate with them. It was noted that County Councillors used a similar system and that this had been a recommendation by the Chairs

Committee. Three quotes had been obtained by the office for sets of 150 per Councillor, details of which were given to members.

Cllr Hugh Shepardson stated he did not require business cards from the Council as he was supplied with some by the County Council for his role as a County Councillor, he added that his fellow County Councillors should be consulted before purchase as they were entitled to the same facility as he was and may not need them.

Cllr Michael Theodoulou **PROPOSED** that the Council arrange to purchase them for its members that required them, seconded by Cllr Peter Freeman.

In the ensuing vote 10 members voted in favour with 1 against and 0 abstentions. It was therefore **AGREED** that the Council would purchase the necessary cards for its members.

ACTION: Temp Assist Town Clerk

191. To consider the following planning applications.

Members heard that the Planning Sub-Committee had not met on 16th April.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/38580	Carmarthenshire County Council	Discharge of conditions 3 (affordable housing), 9 (method statement -water voles), 10 (lighting plan) and 12 (construction environmental management plan) of S/36380, granted 05.07.2018 for 14 new affordable houses.
S/38591	Bowen-Morris, The South Wales Building Trust Ltd, 67 Gwydr Crescent, Uplands, Swansea, SA2 0AD	The proposals under these applications are to carry out consolidation and repair works to the upper parts of the main house. These works focus on the following: Rebuilding of wall tops and wall heads - insertion of new lintels over existing openings in connection with rebuilding wall heads - fixing of protective covering over the tops of walls - rebuilding the upper part of a pair of chimney stacks and stabilising the structure of another. The works are focused on ensuring that the vulnerable upper parts of walls are stabilised and protected while at the same time made ready to accommodate the trusts future aim to reinstate a roof over the house at Court Farm, Mountain Rd, Pembrey, Burry Port SA16 0AZ
S/38592	Bowen-Morris, The South Wales Building Trust Ltd, 67 Gwydr Crescent, Uplands, Swansea, SA2 0AD	The proposals under these applications are to carry out consolidation and repair works to the upper parts of the main house. These works focus on the following: Rebuilding of wall tops and wall heads - insertion of new lintels over existing openings in connection with rebuilding wall heads - fixing of protective covering over the tops of walls - rebuilding the upper part of a pair of chimney stacks and stabilising the structure of another. The works are focused on ensuring that the vulnerable upper parts of walls are stabilised and protected while at the same time made ready to accommodate the trusts future aim to reinstate a roof

		over the house at Court Farm, Mountain Rd, Pembrey, Burry Port SA16 0AZ
S/38613	Independent Vetcare Ltd, Bath, BS31 2AU	New signs to enhance the visibility of the veterinary practice at Alpha Veterinary Surgery, 40 Station Road, Burry Port
S/38641	Mr and Mrs AH & KA Davies, 24 Danlan Road, Pembrey, Burry Port	Change of use of detached domestic garage into a commercial dog grooming facility (sui generis use) along with proposed signage at 24 Danlan Road, Pembrey, Burry Port, SA16 0UF
S/38675	Huw Jones	First floor extension to house sun room at Maerdy Grass, Heol Vaughan, Derwydd, Burry Port, SA16 0HH

Members discussed the applications and made the following recommendations:

S/38580 – no comment

S/38591 – members noted that there had been no comments from the Friends of Court in relation to the application, as such they had no objections and recommended approval.

S/38592 – Members had no objections and therefore recommended approval.

S/38613 – Members had no objections and therefore recommended approval.

S/38641 – Provided that parking considerations were appropriate, members had no objections and therefore recommended approval.

S/38675 - Members had no objections and therefore recommended approval.

Action: Technical Services Officer

Members noted that some additional applications had been received earlier in the week but that in the absence of the TSO they would not discuss them at this meeting.

Members noted that with the increasing development along the A484 corridor they needed to make the Council's position clear on the traffic issues along it. Cllr David Owens **PROPOSED** that representatives from the Highways Department at County Council be asked to attend the Council and inform on what their strategies are concerning it, seconded by Cllr Michael Theodoulou.

In the ensuing vote 11 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED** that the Highways Department be asked to make a report to the Town Council.

ACTION: Temp Assist Town Clerk

192. To receive any County Councillors' reports

Cllr Hugh Shepardson reported that it was being publicly announced this evening that the final stage of the Women's Tour 2019 cycling competition would end this year in Pembrey Country Park on 15th June 2019. He added that Cllr Shirley Matthews, who was attending the announcement at County Hall this evening, would be bringing an information pack back with her for the office.

Members **AGREED** to refer preparations for the Council's involvement to the Public Engagements Sub-Committee.

ACTION: ref to Public Engagement Sub-Committee

Cllr Hugh Shepardson also reported that £31,000 of Section 106 money had been secured for Pembrey Juniors AFC with match funding to go towards a new pitch and lighting.

193. To receive the Mayor's report.

The Mayor reported that the Mayors Charity concert had gone well, with many having contacted him to state their enjoyment. The event had raised £150 each to the Junior Band of Burry Port Town Band and to Tenovus. He added that he was hoping to arrange a presentation prior to the next meeting.

He stated that he would be attending the Burry Port RFC festival in due course too.

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

Cllr Michael Theodoulou informed members that the Harbourside Play Area had received its final inspection and that the T-PT-RFOD was in the process of registering the site with the insurers. Once completed it would be open to the public. At present there were no refuse receptacles and a temporary solution was being arranged with the County Council, while the contractor was being asked to arrange a long term solution. In response to a query he stated that arrangements were still ongoing with regards the official opening but he would report as soon as a date was chosen.

He also reported that at a recent meeting of the Carmarthenshire Area Committee of One Voice Wales, they had had a presentation from Cllr Peter Hughes Griffiths, with much of the discussions surrounding planning. It was understood that there had been numerous complaints and feedback from Town and Community Councils that their comments on planning applications were not being respected. It was confirmed at the meeting that the comments submitted by Town Council's were given the same weight in deliberations, as one member of the public. The reason given for this was that in the past where the County Council had worked closely with Town and Community Councils on decisions they had had to spend significant resources on appeals.

It had also been confirmed at the meeting that in the longer term, County Council's across Wales would be looking to hand over increasing responsibilities to Town and Community Councils for some services but that discussions were ongoing.

Cllr Michael Theodoulou had also attended a Larger Councils Committee (One Voice Wales) meeting with Cllr Peter Freeman where they had received a presentation from the Information Commissioner. It had been made clear that advice could be sought without fear of being reported at this stage as the Commissioners enforcement powers were still very new, but that this would get harder with time. There had been much advice of use for the office, including necessary notices on websites and for phone calls, which would be shared. They had confirmed that individuals were responsible for the data they held not the organisation they represented, for example the release of confidential information by members without the approval of the Council, would be the responsibility of the individual, who could be prosecuted should the police or Information Commissioner deem it necessary. Members were asked to note that this included conversations with your close family.

Members noted that this would be retrospective with application to whichever law was in place at the time, and that any information they received during in-camera sections of meetings would count as confidential.

195. To note the following minutes for information:

Date	Meeting
Wednesday 6 th March 2019	Facilities and Assets Committee
Monday 11 th March 2019	Finance, Governance and Personnel Committee
Wednesday 13 th March 2019	DRAFT Regeneration and Wellbeing Committee

All of the minutes were noted.

A requested was made for the chairs of committee to be highlighted in a uniform manner across all Committee minutes.

ACTION: Admin Assistant/Temp Assist Town Clerk

196. To consider communications received

No additional communications had been received that had not already been forwarded to members and actioned.

197. In camera discussions

Ed Davies and Alan Howells left the meeting 8.20pm

198. *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 20th March 2019 (**copy enclosed**).

b) Update on staffing issues.

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

Date	Meeting
Wednesday 6 th March 2019	Facilities and Assets Committee
Monday 11 th March 2019	Finance, Governance and Personnel Committee