

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 18th November 2020
Dydd Mercher 18^{fed} Tachwedd 2020

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 (left 20.55), Robert John, John Hedley Jones, Karen Morris, David Owens, Andrew Phillips (left 20.55), 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), Kevin Williams (Projects Manager), 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 7pm – 9.10pm

95. To receive apologies for absence.

None had been received.

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

Cllr Les George declared an interest for any item related to the harbour due to his Chairing of the Friends of Burry Port harbour group.

97. To confirm the minutes of the meeting held on held on Wednesday 21st October 2020

Members requested a typographical correction. Cllr Karen Morris **PROPOSED**, seconded by Cllr Mary Wenman that provided that correction was made, the minutes were an accurate record of the meeting. **RESOLVED**.

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

98. To consider the budget monitoring report

Each Committee had already seen its relevant section of the report and had noted its contents. To prevent repetition of variances previously stated only the current month would be reported during the meeting.

Facilities and Assets Committee

Income – a small amount of income had been generated from the tenants within the Memorial Institute building.

Expenditure –

- Cemetery - overspend was for the servicing of shoring equipment.
- Equipment maintenance and repairs – the purchase of a new ladder.
- Cleaning costs – this was where the costs for temporary toilet provision at the harbour was being collected.
- Institute maintenance and repair – the concrete repair works to the basement ceiling.
- Refuse disposal – this is ahead as the payments are made quarterly, while these reports were monthly.
- At the mid-point of the year the total budget was at 46%

Finance, Governance and Personnel Committee

- Training and conference – this covered the costs of Institute of Cemetery and Crematorium Management training
- IT costs – the purchase of 2 zoom licences to facilitate meetings with outside parties
- The budget is at 55.8% for the year.

Regeneration and Community Engagement Committee

Income – the Digital Community Project grant secured by the CDO was responsible for the income.

Expenditure -

- Grants – a grant had been awarded to Pembrey AFC.
- Blue Plaques – the plaque for Francis Randall had been purchased.
- Community support – the expenses for Fruity Friday had been collected here.
- The budget was currently at 14.4%

The Clerk/RFO advised that the Christmas lighting would be paid for in due course, which would account for a large portion of what remained in this Committee’s budget.

In response to a query on the Election fund, the Clerk/RFO confirmed that he had received a response from the Returning Officer stating that no election had been requested. The Council would need to decide on its course of action.

99. To receive any urgent information from any Standing Committee Chair.

Members were asked to consider one item from the Chair of the Chairs Committee relating to the election fund. Following cross-party discussions, they recommended that the Council should not seek to co-opt a new member or to hold a by-election and should instead see out the remainder of its term with 17 Councillors.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Linda Edwards, that the recommendation be accepted. **RESOLVED.**

ACTION: Clerk/RFO

Members were asked to consider an item from the Chair of the Regeneration and Community Engagement Committee relating to Christmas lighting. A request had been received from a

number of business owners on Station Road in Burry Port asking to extend the Christmas lights to in front of their premises.

The Projects Manager outlined the request in detail and highlighted that previously the Council had made an agreement with the County Council or business owners to draw the electricity from them and reimburse in due course. He highlighted a number of obstacles to undertaking the works for this request.

Members discussed whether or not this could be undertaken for the following year and it was noted that it would be up to the Regeneration and Community Engagement Committee to deliberate on actions for 2021/22.

Members **AGREED** unanimously to refer the provision for the following year to the Regeneration and Community Engagement Committee and for staff to advise on the costs.
ACTION: ref to Regen

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Karen Morris that a letter be sent to the businesses who would be affected outlining in detail the reasons and the course of action.
RESOLVED.

ACTION: Clerk/RFO

There was one item for discussion in camera at the end of the meeting.

100. Planning applications

Members noted the following recommendations from the Planning Sub-Committee:

<u>Application No.</u>	<u>Date</u>	<u>Site Address</u>	<u>Description of Application</u>
PL/00701	27/10/2020	10A Dyfatty Terrace, Burry Port, SA16 0SA	Proposed side and rear 2 storey pool / bedroom extension, front ground floor extension and new dormer roof windows
Members raised no objections and recommended APPROVAL of the application.			
PL/00711	29/10/2020	11 Randell Square, Pembrey, Burry Port, SA16 0TY	Proposed Domestic Garage and Workshop
Members discussed the application and noted the objections raised in a consultation response from a neighbour. Members felt the response raised some valid points in relation to the size and nature of the development and also the impact it may have on the local environment should the development go ahead. Members also noted the conditions imposed by the Dyfed Archaeological Trust in relation to this development. Members expressed concerns about the development and recommended REFUSAL of the application.			
PL/00724	06/11/2020	The Stack, Burry Port, SA16 0DP	Full planning application for the conversion of the existing building to provide live/work accommodation and ancillary extension for living accommodation and the location of static caravan as temporary accommodation during construction for a period of 24 months
Members raised no objections and recommended APPROVAL of the application.			

PL/00656	29/10/2020	105 Gwscwm Road, Burry Port, SA16 0YU	Install timber decking to the front of the house. This will be 8m X 8m and raised to create a level access to the front door of the property, with a ramp for disabled access from the driveway. This will need to be 70cm high at against the house and due to the slope of the existing patio it will be approximately 110cm furthest from the house. The decking will cover less than a third of garden area and will finish 26m away from the road
Members raised no objections and recommended APPROVAL of the application.			
PL/00801	13/11/2020	47 Station Road, Burry Port, SA16 0LP	Proposed internal changes to first floor flat, new window/door unit, and dormer loft conversion with small bays to front elevation
Members raised no objections and recommended APPROVAL of the application.			
PL/00728	12/11/2020	15 Maenor Helyg, Pembrey, Burry Port, SA16 0TU	Amendment to scheme approved under S/30375 to convert garage and insert conventional door instead of approved garage door
Members raised no objections and recommended APPROVAL of the application.			

Members **RESOLVED** unanimously to accept the above recommendations for forwarding to the Planning Authority.

The following application was noted and members **RESOLVED** unanimously to make no comment on it, as there was uncertainty why it had been submitted for their consideration.

PL/00698	30/10/2020	Cliftonville, Pinged, Pembrey, Carmarthenshire, SA16 0EZ	Proposed Use of a Dwellinghouse for the Care & Supervision of a Maximum of 4 Young People (Aged 11 18) with Specific Needs, Supported by Qualified & Experienced Staff on a 1:1 Ratio
Members raised no objections and recommended APPROVAL of the application.			

ACTION: Projects Manager

101. To receive the County Councillor's report.

Cllr Hugh Shepardson reported that the Executive Board of the County Council had approved the £75,000 grant to Pembrey Country Park for the upgrade to parking meters and the additional parking pay-station.

Members queried if there had yet been a response to the Clerks enquiry with the Burry Port Ward County Councillors regarding Section 106 funds, raised at the Regeneration and Community Engagement Committee meeting of 11th November.

The Clerk stated he had contacted the County Council on the matter which he would share with members in due course. He noted the resolution stated above and would be taking action on that.

Members noted that County Councillors not on the Planning Committee of the County Council were able to comment on applications within their ward.

102. To receive the Mayor's report.

Members noted the Remembrance video which the Mayor had contributed to, and thanks were given to the staff for their work in putting it together. Thanks were also extended to Bonnie Lewington for her patience and assistance and to all of the organisations and groups who had taken part.

A Christmas video was also planned, and the Mayor was seeking to work with schools on a Christmas project.

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

Members heard of items from One Voice Wales. The Senedd would be voting on the final draft bill on local Government, which included a number of amendments put forward by OVW based on feedback from Town and Community Councils.

It was noted that following a note from OVW on their development plan for Wales, some members had responded that they would be interested in attending.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the Town Council would take part in One Voice Wales' development plan for Wales programme. **RESOLVED.**

ACTION: Clerk/RFO

104. Consideration of holding future Town Council meetings via video conferencing.

Members discussed their frustrations at the current platform used by the Council for holding their meetings, Microsoft Teams. It was noted that OVW was in discussion with the Senedd about this issue with the resolved security issues that had prevented many from making use of Zoom business as an alternative, being a key point.

In response to a query the Clerk stated he did not believe the Council would incur a charge for not using Microsoft Teams for its meetings.

Cllr David Owens **PROPOSED**, seconded by Cllr Michael Theodoulou that the Council should move its digital meeting facilities to Zoom for business. **RESOLVED.**

Cllr Robert John stated his abstention from voting.

ACTION: Clerk/RFO

105. Update on community support.

Members noted that this item had been dealt with by the Regeneration and Community Engagement Committee and there would be no benefit in going through the update again.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr David Owens that the CDO report on this topic be circulated to all members following its discussion by the Regeneration and Community Engagement Committee. **RESOLVED**.

ACTION: CDO

There was one item for discussion in camera at the end of the meeting.

106. Consideration of the 2021/22 budget.

Members noted that the Regeneration and Community Engagement Committee had created their first draft and that the Facilities and Assets Committee had arranged for a special meeting on this topic on 25th November. Finance, Governance and Personnel would decide its own budget and coordinate the overall budget for the Town Council to consider in due course.

107. Consideration of democracy and digitalisation

Members were asked to defer this item until guidance had been received from OVW on the topic, as they were currently in discussions with the Welsh Government on this subject.

ACTION: Defer to next meeting

108. Consideration of harbour development.

Members discussed their recent meeting with the Marine Group on the harbour development. Members were keen to ensure that promises made were kept to and that progress on those issues should be monitored. Concerns were raised that a number of issues that were the responsibility of the County Council related to harbourside furniture or facilities remained unaddressed. These included the railings around the harbour, the surface of the car parks, car park lighting, the road surface leading to the lighthouse, the lighthouse itself and potential congestion around the launch ramp into the west harbour.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr David Owens to arrange for an urgent meeting with the relevant persons from the County Council to discuss a plan for improvement beyond the harbour walls repair works. **RESOLVED**.

ACTION: Clerk/RFO

Cllr Les George's previously declared interest meant his abstention in this vote.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that the Chairs Committee along with members who had relevant information, represent the Town Council at this meeting. **RESOLVED**.

ACTION: Clerk/RFO

Cllr Les George's previously declared interest meant his abstention in this vote.

There was one item for discussion in camera at the end of the meeting.

109. Consideration of PWLB application.

Members noted that the document distributed in advance of this meeting contained sensitive financial information and so would discuss this item in camera.

110. To note the following minutes for information

Date	Meeting
13 th October 2020	Chairs Committee
7 th October 2020	Facilities and Assets Committee
14 th October 2020	DRAFT Regeneration and Community Engagement Committee
13 th October 2020	Finance, Governance and Personnel Committee

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that the minutes be noted. **RESOLVED**.

111. *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 Hugh Shepardson **PROPOSED**, seconded by Cllr Linda Edwards that the meeting should move to in camera. **RESOLVED**

Members requested that staff remain in case their input was required during discussions.

112. a) To confirm the confidential minutes of the meetings held on Wednesday 21st October 2020.

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

Cllr David Owens stated his abstention due to not being present at the meeting.

b) Update on staffing matters.

Members noted an update on staffing matters.

c) Update on sale of Copperworks (*referral from Facilities and Assets Committee 07/10/20*)

Members discussed Copperworks

Members discussed matters relating to the harbour.

d) To note the following confidential minutes for information:

Date	Meeting
13 th October 2020	Chairs Committee
7 th October 2020	Facilities and Assets Committee
13 th October 2020	Finance, Governance and Personnel Committee

Members **RESOLVED** unanimously to note the confidential minutes.

109. Consideration of PWLB application.

Members noted the distributed information and advice from the Clerk/RFO.

Cllr Robert John **PROPOSED**, seconded by Cllr Hugh Shepardson that the Clerk/RFO be authorised to take the necessary steps to seek the loan. **RESOLVED.**

ACTION: Clerk/RFO

Meeting ended at 9.10pm