

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 20th November 2019

**Present: Councillor Peter Freeman (Mayor)
Councillors Richard Adler, Linda Edwards, John James (arrived 7.25pm), Stephen James, Robert John, John Hedley Jones, Lisa Mitchell, Karen Morris, David Owens, Hugh Shepardson, Michael Theodoulou, Moira Thomas, Bob Walpole and Mary Wenman.**

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 7.00pm – 9.45pm)

81. Opening prayer

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

As the police were in attendance to give their report, the Mayor brought agenda item 85 forward to allow them to return to their other duties as soon as possible.

85. To consider Police Business if any

The Council welcomed PC Richard Wadell to the area and his first meeting, he was joined by PCSO Trudi Scandone.

PC Richard Wadell read out some highlighted figures from the report noting that both Halloween and Bonfire night had been relatively quiet and it was believed that this may have been due to their public messaging work. The installation of the new police CCTV system was noted, stating that it covered Station Road and New Street, and due to the quality of the picture could take clear images from as far away as the harbour. He also reported that PS Gemma Davies was the new neighbourhood policing officer for the area.

In relation to public engagement, the new “Cuppa with a Copper” scheme was being trialled with the first such occasion having taken place recently in Pembrey Country Park, and following public response they would look to take the scheme around different venues in the community. It was noted that it had not proven to be successful yet but the trial would run its course.

In response to a query from members, an update was given about the fire that had occurred in the early hours of Tuesday morning in the Is Graig area, which was still under investigation as its cause had not yet been ascertained due to the continued heat in the building.

C Richard Waddell and PCSO Trudi Scandone left the meeting 7.08pm

Mayor/Maer 
18/12/2019

82. Presentation by Stephen Morris PC 374 on County Lines

Members received an audio-visual presentation on County Lines. The detailed and informative presentation helped clarify for members how the business model operated and the impacts it has had in areas and towns like Llanelli. Some of the main elements that distinguished county lines operations included drug dealing, using “branded phones” to target vulnerable drug users, child sex exploitation, violence, debt bondage, human trafficking, firearm and knife crime.

Members heard of the measures the police are taking to disrupt the operations, and the important role communities would have to play to ensure success.

Cllr John James arrived 7.25pm

The presentation highlighted the high-risk Llanelli and the surrounding areas faced from county lines with some startling figures on drug usage, dealing and known county lines operations in nearby areas.

The presentation ended with information on what information the police needed and were asking for as well as contact details via a variety of methods:

- Fearless – the youth service of Crimestoppers ella.rabiotti@crimestoppers-uk.org
- Crimestoppers for anonymous reporting of crime 0800 555 111 or their website
- The police via 101 for non-emergency reporting or 999 if in an emergency
- Himself via Stephen.morris@dyfed-powys.pnn.police.uk or 07970688981

PC Stephen Morris was thanked for his presentation.

PC Stephen Morris left the meeting at 8pm

83. To receive apologies for absence

Apologies had been received for Cllr Pam Every who was absent due to ill-health.

84. 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.

Cllrs Peter Freeman and Michael Theodoulou declared an interest in any matters relating to CBSA as the former is a non-executive director of the organisation while the latter is an employee.

86. To confirm the minutes of the meeting held on Wednesday 16th October

Cllrs Stephen James, Karen Morris and Mary Wenman intended to abstain due to not being present at the meeting.

Cllr Hugh Shepardson **PROPOSED** that the Council accept the distributed minutes were an accurate record of the meeting, seconded by Cllr Bob Walpole.

In the ensuing vote 11 members voted in favour of the proposal with 3 abstention and **RESOLVED** to approve the minutes.

Action: Admin Assist

87. To receive a verbal update from the Chairs Committee

Members heard that the Committee had met several times since the last Ordinary Meeting in October, where they had discussed the following matters:

- Set the agenda for the Town Council Ordinary Meeting.
- Usage of the term “partnership/s” by the Council when in relation to working with outside organisations, as the Council did not have a specified official partnership agreement with any organisations.
- The resignation letters received from two Councillors
- A staffing matter for discussion in camera
- A received proposal from CBSA regarding an application for a National Lottery grant.

Cllrs Peter Freeman and Michael Theodoulou left the meeting at 8.05pm

In Cllr Peter Freeman’s absence, Cllr Lisa Mitchell took over chairing of the meeting in her role as Deputy Mayor.

Members heard that CBSA had approached the Council to ask if it would be interested to be a partner in an application towards the National Lottery’s Climate Action Fund. CBSA as the applicant would act as a coordinator on the project to build and develop a community network dedicated to reducing the community’s carbon footprint by using the funding to enable the work of stakeholders and community groups.

Documents related to the application had been distributed to all members in advance of the meeting, however it was noted that the issue had not been brought to the Chairs Committee prior to the setting and distribution of the agenda for this meeting.

It was reported that the deadline for the first phase, which was compared to an expression of interest, was on 18th December which meant a decision was needed quickly about whether the Council would participate. By that date CBSA would need to provide a list of interested stakeholders and organisations it would work with to deliver the project, as well as an outline of the type of work it would aim to do and initial costings to deliver each aspect. This would enable them to access up to £200,000 over 18 months to develop the project followed by up to £2.5 million over 5 years to deliver it.

Cllr Robert John requested it be noted for information that he had been advised that he did not need to declare an interest as he was not a board member at CBSA.

Members discussed the application with some expressing that they felt there was too little detail in the information they had received to make an informed decision and of what obligations the Council might face for being involved. It was clarified that the Council would not be required to make any financial contribution or staff contributions to delivering the project and could withdraw its association at any point without penalty. It was also stated that even if the Council resolved to accept the invitation to the application, it was not obliged to be part of any delivery unless it wished.

There followed a discussion regarding scrutiny of expenditure and concerns about conflicts of interest given the sums of money involved. It was felt by many that the standards of financial scrutiny that the National Lottery would apply would likely be more rigorous than those the Council could apply itself. The Acting Clerk also confirmed that he had received confirmation that Cllr Peter Freeman would not benefit financially as he was a non-executive board member while Cllr Michael Theodoulou would continue to receive his salary according to his contract with CBSA as his employer.

Members were asked to note that this had come before them without a recommendation from the Chairs Committee as, when they had met to discuss it, there had only been 3 members present without a declared interest to make a recommendation. Discussions around conflicts of interest continued, with the Acting Clerk confirming that Cllr Michael Theodoulou had applied for dispensation with Monitoring Officer to be able to speak about proceedings but had been refused due to lack of detail at this stage of the application for them to take a decision. He would be free to reapply at a future point should he wish to do so, once more information was available. The Acting Clerk also added that due to the conflict of interest, neither Councillor would be able to be a part of decisions from either the Council or CBSA without dispensation. Despite the clarification provided some members remained concerned for the public perception of the situation.

Many members expressed a desire to be a part of the application which would see significant financial investment in the community's future despite the concerns some members had with potential conflicts of interest with CBSA. The CDO, stated she had met with the staff preparing the bid at CBSA as part of an information gathering exercise, where the above project outline had been confirmed to her. In response to a query, she confirmed that the whole sum of the project money had to be spent on the project via deliverables, staff to deliver it and facilitate the work and could not be used as profit by CBSA.

In the following discussion, it was noted that there was a risk that if the bid was not supported by the Town Council it would be less likely to succeed and there was a possibility that CBSA could decide to focus their application on a different area with the support of a different Council so as to make their bid stronger, as there was only a small number of bids across the UK that would be successful.

Cllr Stephen James **PROPOSED** that the invitation be accepted, with continued Council involvement dependent on the provision of at minimum quarterly reports that met its satisfaction, seconded by Cllr Hugh Shepardson.

There followed a brief pause in proceedings while staff checked the Standing Orders to establish if a secret ballot could be held. No certainty could be got and members agreed to continue with a hands-up vote.

In the following vote 12 members voted in favour with 0 against and 1 abstention. The Council was therefore **RESOLVED** that they would accept the invitation.

ACTION: Acting Clerk

Cllrs Peter Freeman and Michael Theodoulou returned to the meeting at 8.45pm

88. To consider the budget monitoring report

The Acting Clerk and RFO had highlighted for members some of the key figures in the report. He stated that each Committee had seen copies of their respective budget reports as well as receiving his run through of key items and given their approval, and that the Finance, Governance and Personnel Committee had seen each Committee's budget and given their approval.

Cllr Stephen James **PROPOSED** that the report be accepted seconded by Cllr Hugh Shepardson. The Council voted unanimously in favour of the proposal and **RESOLVED** to accept it.

Members requested that the RFO ensure the budget monitoring report be made available for public access via the website and backdated wherever possible.

ACTION: RFO and Admin Assistant

89. To consider the following planning applications.

Members heard that the Planning Sub-Committee had met on 19th November 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>
S/39622	14.10.2019	Jehu Group, Number One, Waterton Park, Bridgend, CF31 3PH	Non-material amendment to S/36993 (addition of an electricity sub-station) at land part of, former Goodig Hotel, Pwll Road, Burry Port, SA16 0TA
Members had no objections and recommended the application be APPROVED			
S/39637	15.10.2019	Mr Nick Ellis, Flat 1, 27 Aigburth Drive, Liverpool, L17 4JH	discharge of conditions 2, 4, 10 and 11 on S/30251 (external finishes, boundary treatment, surface water soakaway, Japanese knotweed) at land at Bayview, Y Graig, Burry Port, SA16 0DF
Members had no objections and recommended the application be APPROVED			
S/39669	21.10.2019	Jehu Group, Number One, Waterton Park, Bridgend, CF31 3PH	Discharge of condition 28 (drainage scheme) of planning permission S/36993 - Construction of 103 no. dwelling houses, estate road and associated infrastructure, approved on 19/11/2018 at land part of, former Goodig Hotel, Pwll Road, Burry Port, SA16 0TA
Members raised concerns regarding this application and in view of recent flooding of the main road, asked that the County Council look into the matter. Members recommended that the application be REFUSED .			
S/39737	01.11.2019	Mr & Mrs Phillips, Harbour House, The Harbour, Burry Port, SA16 0ER	Non-material amendment on S/38523 (proposed alterations & extensions to provide entrance lobby to dwelling, link to garage, internal remodelling of existing dwelling, plus replacement boundary walls) Internal layout rearranged please

			see drawings 06 & 07 for changes. Mono pitched living area removed. Glazing area size changed. Side door moved. Slate tiles instead of zinc roofing. Roof design changed. Dormer feature brought in line with brick line. (render runs straight up). Change of roof pitch to floor above garage. Design change on side elevation. Timber cladding removed and replaced with render. Obscure glazing added to two windows on side elevation. Sash windows in dormer feature. Hanging slates on rear elevation. Roof design changed
Members had no objections and recommended the application be APPROVED			
S/39724	30.10.2019	Hywel Harries, Block 3, Parc Myrddin, Richmond Terrace, Carmarthen, SA31 1HQ	partial discharge of condition 13 of planning permission S/37075 relating to phase 1 of the development at Pembrey CP School, Ashburnham Road, Pembrey, Llanelli SA16 0TP.
Members had no objections and, noting that the application was from Carmarthenshire County Council, recommended the application be APPROVED			

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/39622 – 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39637 – 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39669 – 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39737 – 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39724 – 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

S/39622 – 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest.

An additional application had been received on the morning of the Town Council Ordinary meeting which was considered also as follows:

S/39813	19.11.2019	Mr Andrew Williams, 60 Ardwyn, Burry Port, SA16 0SL	Addition of outbuilding in back garden, to be used as a garden shed and sitting area with roof coverage
---------	------------	--	---

Members had no objections. 14 members voted in favour with 1 abstention and 0 against. The abstention was due to a previously declared interest. It was therefore recommended the application be **APPROVED**

ACTION: Projects Manager

Cllr Michael Theodoulou PROPOSED that Standing Order 1W be suspended to allow the meeting to run longer than 2 hours, seconded by Cllr Lisa Mitchell.

Members AGREED to the proposal unanimously and the meeting continued.

90. To receive any County Councillors' reports

Cllr John James reported that he had raised the question at County Council as to why a new toilet block had been approved for construction when the County's general policy was to not construct new facilities. The response stated that a business case had been made to demonstrate that the construction of new facilities in Pembrey Country Park could be funded from profits generated by the park.

In relation to the revelations regarding puppy farming in the County, the matter had been discussed and they had decided to establish a task and finish group to investigate the matter.

Reports of issues relating to drains at the former Gwdig Hotel development had been taken up with the development firm who had made a commitment to undertake checks.

In relation to recent legislation by UK Government to make parking on pavements illegal, it was being raised that this may not be workable on many of Carmarthenshire's roads without having a significant impact on households. He would have further updates to make in due course.

Cllr Hugh Shepardson reminded all members that the draft local development plan was now open for comments and advised all to do so.

91. To receive the Mayor's report.

The Mayor provided a potted list of the events he had attended as follows:

- Events organised by neighbouring Town Councils
- Events organised by the County Council
- Remembrance event at Burry Port Memorial Gardens and St Mary's Church
- Remembrance event in Pembrey
- Dinner and dance event at Strade Park Hotel by Llanelli Rural Council

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

Cllr Robert John reminded members that there was an upcoming meeting regarding Burry Port Harbour on 26th November.

93. To consider a request for "matters arising" to be placed on the Town Council agenda.

Members noted the request was so that the Town Council meeting was in line with all its Committee's.

In the following discussion members noted that it had been decided to remove this item from the Ordinary Meeting agenda as it had led to very lengthy meetings and that Members had the facility to contact the Acting Clerk prior to the meeting to seek answers and updates to their queries prior to the meeting. Some felt that it was possible to control the meeting from the Chair to prevent lengthy meetings and that it could be a useful tool to increase transparency of the Council's work.

It was noted that the Chairs had also discussed this matter when setting the agenda, with the Committee expressing that the current system was working well and that improvements were being made to Council transparency all the time. They had also noted that more Council work was being done at the Committee level where matters arising was still present on the agenda with no plans to remove it.

Members were also informed that current advice on best practice from One Voice Wales was for it not to appear on the agenda with members expected to have prepared themselves for meetings in advance by liaising with the office.

Cllr John James **PROPOSED** that the item be put back on the agenda, seconded by Cllr Mary Wenman.

In the ensuing vote 3 members voted in favour with 12 against and no abstentions. It was therefore **RESOLVED** not to re-introduce the item to the Ordinary Meeting agenda.

94. Consideration of resignation letters received from two councillors

Members heard that letters of resignation had been received from Cllrs Amanda Fox and Shirley Matthews, who had indicated they had no intention to change their minds on this matter. It was noted that acceptance by the Town Council was needed for it to be official.

Cllr John James **PROPOSED** that both letters be accepted, seconded by Cllr David Owens

Cllr Stephen James **PROPOSED** an amendment as follows "that both letters be accepted *reluctantly*", seconded by Cllr Hugh Shepardson.

Members voted on the amendment first with 15 members voting in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the amended proposal be accepted.

ACTION: Acting Clerk

Members heard that on a related matter Cllr Shirley Matthews was one of the Town Council's four representatives on the Governing body of Pembrey School. The School's Governing Body allows the Town Council to nominate whoever it would like as its representatives, and their preference was for Cllr Shirley Matthews to remain in that position.

Cllr Michael Theodoulou **PROPOSED** that the Council nominate Cllr Shirley Matthews to remain on the Governing Body of Pembrey School as one of the Town Council's representatives and for the Acting Clerk to write a letter instructing them of the decision, seconded by Cllr Moira Thomas.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** for the proposal to be accepted.

ACTION: Acting Clerk

Members also discussed whether in recognition of their service a letter of thanks should be sent to the Councillors.

Cllr Stephen James **PROPOSED** a letter of thanks be sent to Cllr Shirley Matthews, seconded by Cllr Michael Theodoulou.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions, it was therefore **RESOLVED** to prepare and send a letter to the Councillor.

ACTION: Acting Clerk

Cllr John James **PROPOSED** that a letter of thanks be sent to Cllr Amanda Fox, seconded by Cllr Moira Thomas.

In the ensuing vote 14 members voted in favour with 0 against and 1 abstention. It was therefore **RESOLVED** to prepare and send a letter to the Councillor.

ACTION Acting Clerk

95. Update on arrangements for Christmas Carnival

The CDO updated members on the preparations stating that preparations were entering their final stages. Highlighted were the number of stall holders and charities attending, the parade preparations, radio advertising with a week-long coverage for the event in Burry Port on the 29th November followed by 6 days for the Pembrey event on 5th December.

Members were reminded that volunteers would be needed on the night and for the Senior Citizens Lunch on the 17th December, and they were asked to contact her as soon as possible.

Contributions for the Christmas hamper raffle prize were welcome with a suggested contents list being held by the CDO should members wish to contribute.

96. Office opening hours over Christmas period

Members noted that Christmas Day fell on a weekday and the recommendation of the Finance, Governance and Personnel Committee was for the office to be closed from Thursday 25th December to Wednesday 1st January. Provisions for standby and emergency cover were also being made.

Members discussed whether or not the Council should have its facilities open on the 23rd and 24th December, with no decision taken. Members agreed that it was at the discretion of the Acting Clerk to decide the closing time on the 24th December.

Cllr Michael Theodoulou **PROPOSED** that the recommendation be noted, seconded by Cllr Stephen James.

Members **AGREED** unanimously to the proposal.

ACTION: Acting Clerk

Mayor/Maer ..  ..
18/12/2019

97. Consideration of holding a Town Council meeting on Wednesday 18th December 2019

Members heard that the Chairs Committee had consulted with staff with the recommendation that a meeting in December would be beneficial as it would create a large workload for the Ordinary Meeting in January. Members heard that there would likely be information regarding in camera matters by that date also.

Cllr Hugh Shepardson **PROPOSED** that the meeting be held, seconded by Cllr Lisa Mitchell.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions.

All members were asked to make every effort to attend.

98. To note the following minutes for information:

Date	Meeting
Wednesday 2 nd October 2019	Facilities and Assets Committee
Tuesday 8 th October 2019	Chairs Committee
Tuesday 8 th October 2019	Burial Sub Committee
Wednesday 9 th October 2019	DRAFT Regeneration and Wellbeing Committee
Monday 11 th October 2019	DRAFT Finance, Governance and Personnel Committee
Monday 11 th October 2019	DRAFT Community Engagement Sub Committee

Members discussed whether or not all senior staff should be in attendance at the Chairs Committee meetings, noting that many matters for discussion, did not require staff input. It was also noted that their presence allowed potential flexibility when delivering the program of works the Council was looking at in 2020/21.

Cllr Peter Freeman **PROPOSED** that the issue be referred to the Chairs Committee to review whether it was necessary for all senior staff to attend Chairs Committee meetings, seconded by Cllr David Owens.

Members **AGREED** unanimously to the proposal

ACTION: Ref. to Chairs 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.

99. To consider communications received

None had been received.

100. In camera discussions

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

Mayor/Maer 
18/12/2019

In the ensuing vote 15 members voted in favour. It was therefore **RESOLVED** to move the meeting to in camera.

Louise Robinson, Kevin Williams, Paul Mann and Ed Davies left the meeting 9.40pm

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 16th October 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 2 nd October 2019	Facilities and Assets Committee
Wednesday 9 th October 2019	Regeneration and Wellbeing Committee
Monday 14 th October 2019	Finance, Governance and Personnel Committee
Tuesday 8 th October 2019	DRAFT Chairs Committee

Noted.

