

**Pembrey and Burry Port Town Council**

**Ordinary Meeting**

**Wednesday 21<sup>st</sup> April 2021**

**Dydd Mercher 21<sup>ain</sup> Ebrill 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, Stephen James, 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) Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent) and Ed Davies (Admin Assistant)**

**Apologies: Councillor Robert John**

**Via videoconference 7.02pm – 8.58pm**

**168. To receive apologies for absence**

Apologies had been received from Cllr Robert John

Members wished him a speedy recovery.

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

<b>Agenda item</b>	<b>Councillor</b>	<b>Interest</b>
185	Michael Theodoulou	Personal and prejudicial_ is an employee of CBSA who deliver the project
185	Peter Freeman	Personal and prejudicial_ is a member of the Board of Directors for CBSA who deliver the project
173	Les George	Personal – is the Chair of the Friends of Burry Port Harbour

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

Members observed a minute's silence to mark the recent death of the Duke of Edinburgh.

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

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Cllrs Les George and Lisa Mitchell stated their abstention as they had not been present at the meeting.

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

The Clerk/RFO guided members through the report highlighting the following:

- Facilities – stood at 97% of its total, although there was some income yet to come to offset some of the expenses. This included £9000 of unbudgeted money being spent on providing public toilets at the harbour.
- Finance, Governance and Personnel – stood at 95.7%. The highest expense was an increase to the insurance to cover the extra vehicles to meet covid restrictions.
- Regeneration and Community Engagement – stood at 95.4%. The income from the Community Resilience budget offset the expenditure which would contribute to this being under budget by the end of the year.
- Overall the budget stood at 89%. The final position would depend on accruals during the final month.

Cllr David Owens **PROPOSED**, seconded by Cllr John Hedley Jones to accept the report. **RESOLVED.**

**172. 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>
PL/01530	17/03/2021	56 Colby Road, Burry Port, SA16 0RL	Non-material amendment to S/40229 (Raised balcony in rear garden with privacy screen) in review, awaiting decision.
As this application was for a Non-Material Amendment, the Committee made no comment.			
PL/01376	22/03/2021	44 Station Road, Burry Port, SA16 0LP	Full planning permission: Proposed change of use from opticians to restaurant and rear kitchen extension
The Committee noted that the consultation period had expired but felt that the application could only enhance the area and raised no objection to the application.			
PL/01706	14/04/2021	14 Mansel Street, Burry Port, SA16 0BD	Householder planning permission. Demolition of rear two storey and single storey extensions and erection of proposed two storey rear extension.
Members raised no objections to the application.			

With no comment being made on the first application there was no vote.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr John Hedley Jones to accept the recommendation for PL/01376. **RESOLVED**

Cllr Karen Morris **PROPOSED**, seconded by Cllr Mary Wenman to accept the recommendation for PL/01706. **RESOLVED.**

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**173. To receive the County Councillor's report**

Members heard a report from Cllr Hugh Shepardson for Pembrey ward. He highlighted that the new Pembrey School had received final approval to commence works, and that a drugs-raid had taken place in Pembrey a few days previously.

The Clerk/RFO read out a report from County Cllr John James for Burry Port ward. It included an update on the disposal of sites as part of the Burry Port harbour masterplan, proposed changes to kerbside waste collection and a public consultation on it and the temporary closure of the east-side harbour car park for surface repairs

Members discussed policing in the community and the need for a Police Liaison Committee.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr David Owens to refer the matter to the Regeneration and Community Engagement Committee for further discussion of forming a Police Liaison Committee. **RESOLVED**.

**ACTION: Ref to Regen**

Members discussed the proposed changes to kerbside refuse collection and fly tipping concerns.

Cllrs Mary Wenman and Moira Thomas requested that the matter be put on the agenda for the next Regeneration and Community Engagement Committee meeting.

**ACTION: Ref to Regen**

Members discussed the harbour masterplan.

Cllr David Owens **PROPOSED**, seconded by Cllr Mary Wenman for a request to be made to the relevant officer from the County Council to present an update on the masterplan to the Town Council. **RESOLVED**.

**ACTION: Deputy Town Clerk**

Members wished for thanks to be sent to County Cllr John James for his report.

**Action: Town Clerk**

**174. To receive the Mayor's report**

The Mayor hoped that the lifting of restrictions may allow her to make some fundraising arrangements before the mantle was passed on to the next Mayor. Announcements would follow soon.

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

Members were told to expect a written report from One Voice Wales (OVW) on their recent meetings, soon.

An update from the NHS stakeholders meeting for Hywel Dda Health Board that Prince Phillip hospital would not be downgraded and a report on the boards response to Covid-19 along with

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the Welsh Government Vaccination Strategy document would be available to members via the office.

**176. Consideration of correspondence received from sporting organisations**

Members noted the correspondence. It was noted that members were free to express their opinion during meetings but that did not necessarily reflect the position of the Council, which may be conflated through the reading of minutes.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that meeting minutes should limit the discussion of members to the minimum level and more closely follow the legislative requirements. **RESOLVED**.

**ACTION: Admin Assistant**

**177. Update on sale of Copperworks**

Members noted the advice from the Solicitor, and that the completion of the sale was expected shortly.

**178. Approval of PWLB loan**

Members noted that previous resolutions at the Town Council had approved the loan application, but that the amount of £350,000 had not been explicitly stated other than at Committee meetings.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr David Owens that the Council approve the decision to borrow £350,000 from the PWLB. **RESOLVED**.

**ACTION: Clerk/RFO**

**179. To receive nominations for the appointment of the Mayor Elect for 2021/22.**

Cllr Karen Morris **PROPOSED**, seconded by Cllr Peter Freeman that Cllr Michael Theodoulou be appointed the Mayor Elect for 2021/22.

In the ensuing vote 14 members voted in favour, with 0 against and 1 abstention. **RESOLVED**.

**ACTION: Deputy Town Clerk**

**180. To receive nominations for the appointment of the Deputy Mayor Elect for 2021/22.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole that Cllr Karen Morris be appointed Deputy Mayor Elect for 2021/22.

In the ensuing vote 12 members voted in favour with 0 against and 3 abstentions. **RESOLVED**.

**ACTION: Deputy Town Clerk**

**181. Consideration of Standing Orders in advance of the Annual Meeting.**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that the Standing Orders be accepted and recommended for approval at the Annual Meeting in principle provided the

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suggested changes were made and a record of what had changed be sent to members following the meeting. **RESOLVED.**

**ACTION: Deputy Town Clerk**

**182. Consideration of Financial Regulations in advance of the Annual Meeting.**

Cllr David Owens **PROPOSED**, seconded by Cllr Linda Edwards that the Financial Regulations be accepted and be recommended for approval at the Annual Meeting. **RESOLVED.**

**ACTION: Deputy Town Clerk**

**183. Consideration of terms of reference and delegated authority to Standing Committees in advance of the Annual Meeting:**

- a) Finance, Governance and Personnel Committee
- b) Chairs Committee
- c) Facilities and Assets Committee
- d) Regeneration and Community Engagement Committee

Members agreed to consider the terms of reference of the Chairs Committee first and had a lengthy discussion on the matter.

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Karen Morris that the Chairs Committee be disbanded.

In the ensuing vote 14 voted in favour with 1 against and 0 abstentions. **RESOLVED.**

**ACTION: Clerk/RFO**

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Karen Morris to set up a new standing Committee called "Strategy Committee" to develop and review the 3-5 year strategy plan for the Council, with terms of reference to be agreed at the Annual Meeting. **RESOLVED.**

**ACTION: Clerk/RFO**

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Karen Morris that the line management of the Clerk be undertaken by the Chair of the Finance, Governance and Personnel Committee.

Cllr Michael Theodoulou proposed an **AMENDMENT**, seconded by Cllr Bob Walpole that as above with the addition of "but on any substantive issue that arises the Chair shall consult with the Chair/s of the relevant Committee/s with delegated authority as necessary".

Members voted on the amendments first with 11 members in favour, 1 against and 3 abstentions. **RESOLVED.**

**ACTION: Clerk/RFO**

It was noted that the above decisions made it necessary to make amendments to the remaining terms of reference yet to be considered. Members **AGREED** for the changes be made and for standing Committees to approve and recommend those to the Annual Meeting for acceptance.

**ACTION: Clerk/RFO**

Members discussed the planning sub-committee.

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Cllr David Owens **PROPOSED**, seconded by Cllr Michael Theodoulou that “planning” be made a full standing committee. **RESOLVED**.

**ACTION: Clerk/RFO**

**184. Consideration of the following items in advance of the Annual Meeting**

- Complaints procedure
- Freedom of Information Act policy
- Press/media policy

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Stephen James that the above items be accepted and recommended for approval at the Annual Meeting. **RESOVLED**.

**ACTION: Clerk/RFO**

**185. Consideration of moving the Food Forward project to the Senior Citizens Hall**

In accordance with advice from the Clerk/RFO Cllrs Peter Freeman and Michael Theodoulou did not take part in the discussion or decision regarding this item.

Members noted the advice and information from the CDO in support of the recommendation of the Facilities and Assets Committee. It was noted that in line with their previous decision the agreement would have to be on a rolling monthly basis with confirmation at every Town Council meeting.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr David Owens that the project be moved into the Senior Citizens Hall. **RESOLVED**.

**ACTION: CDO**

**186. Ratification of appointment of recommended contractor from the Quantity Surveyor for works to the East Wall of the Memorial Hall.**

Members noted that the completion of these works were dependent on the securing of the PWLB loan. Members discussed the situation.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Andrew Phillips that the Council approve the appointment of the contractor with the condition that the work cannot be confirmed nor a start date given until the funds had been secured. **RESOLVED**.

**ACTION: Projects Manager**

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

<b>Date</b>	<b>Meetin g</b>
3 <sup>rd</sup> March 2021	Facilities and Assets Committee
9 <sup>th</sup> March 2021	Finance, Governance and Personnel Committee
9 <sup>th</sup> , 24 <sup>th</sup> , 31 <sup>st</sup> March 2021	Chairs Committee
10 <sup>th</sup> March 2021	Regeneration and Community Engagement Committee (DRAFT )

Members noted the above minutes.

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*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 Cllr John Hedley Jones that the meeting should continue in camera. **RESOLVED**

8.40pm

**188. a) Consideration of utilisation of bowling facility**

Members discussed the draft contract agreement before them.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr David Owens that provided a notice period was included, the document be accepted. **RESOLVED**.

**ACTION: Clerk/RFO**

Members **AGREED** to refer to the Regeneration and Community Engagement Committee the idea of sponsoring a cup or challenge.

**ACTION: Ref to Regen**

b) Update on staffing matters.

There was no update for consideration.

c) To note the following confidential minutes for information:

<b>Date</b>	<b>Meetin g</b>
3 <sup>rd</sup> March 2021	Facilities and Assets Committee
9 <sup>th</sup> March 2021	Chairs Committee

Members noted the minutes.

Meeting ended 8.58pm

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