

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 21st October 2020

Dydd Mercher 21^{ain} Hydref 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, Stephen James (arr 7.48pm) Robert John, John Hedley Jones, Karen Morris, 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), Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent) Louise Robinson (Community Development Officer) and Ed Davies (Admin Assistant)

Absent: Councillor Rachel Evans.

Via videoconference 7pm – 9.30pm

77. To receive apologies for absence

Cllr David Owens had sent his apologies.

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

Members were reminded to return their annual register of interest forms to the office as soon as possible as it was a statutory requirement.

Cllr Les George declared an interest in any item related to the harbour.

Members noted with sadness the passing of Cllr Richard Adler. Those who were able to observed the passing of the funeral cortege on the day of his funeral. The Council's sincere sympathies go to his family.

79. To confirm the minutes of the Special meeting held on Friday 11th September and the Ordinary meeting held on Wednesday 16th September 2020

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Karen Morris that the minutes were an accurate record of the meeting of the 11th September. **RESOLVED.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Linda Edwards that the minutes were an accurate record of the meeting of the 16th September. **RESOLVED.**

80. **To consider the budget monitoring report (copy enclosed)**

The Clerk/RFO reminded members that each Committee had already had sight of their sections of the report. He had highlighted a number of variances for noting and went through each in turn as follows:

Facilities and Assets

- Loss of income was highlighted, caused by the inability to open facilities for hire.
- Employee costs were not as expected because a planned transferal of budgets had not occurred.
- At the cemetery the use of sub-contractors for excavation was being addressed and was due to efficient utilisation of resources.
- General maintenance was high because a number of covid response items such as PPE had been allocated to here. The largest item was for the refurbishment of the Chapel of Rest into an office, including a large amount of electrical works.
- The cleaning costs highlighted under the Halls & Institute were for soap dispensers and some PPE to make the buildings covid safe.
- The Maintenance and repair in Burry Port Halls was a year-to-date issue as it was for the costs of the new cooker in the commercial kitchen, but this had been provided for in the 2019-20 budget in due course.
- There were also two large items, one for the structural appraisal to the Memorial Hall and the Asbestos Management survey.
- The maintenance and repair to the band room at Copperworks was for electrical work.
- Under Parks and Open spaces the extra costs were for a repair to the clock in Friendship Square as this had not been budgeted for.
- The spend on Pembrey AFC pitch would be covered by Section 106 money. The club had a small amount more to spend after which the total claim would be made.
- In total this left the budget at 37% of its target.

In response to a query the Clerk/RFO confirmed that the difference shown under the Memorial Gardens was due to improvement works to the electrical supply. This would negate the need to hire generators at events held there in the future.

In response to another query he confirmed that the legal costs listed under asset transfer was to cover the costs of the transfer of cases from the previous solicitor to the current solicitor.

Finance, Governance and Personnel

- Employee costs were higher than expected because the structure currently operating was different to that budgeted for.
- The insurance bill was an annual cost paid at the start of the year.
- Subscriptions were to cover the annual charge for One Voice Wales membership.
- IT costs were items to cover the Baccas software and support for the cemetery.
- Licences – this item was for the council email addresses.
- There was no spend in the Election costs, however the Clerk/RFO was holding this figure at present due to the need for a discussion.
- The above gave the impression of being over budget however the annual costs needing noting.

In response to a query the Clerk/RFO confirmed that the Town WiFi costs had been extended at the same price due to the covid restrictions, but that the Council would have to decide when

setting its next budget if it would continue. Members briefly discussed its usage but noted that current figures were not likely representative of previous usage.

Regeneration and Community Engagement

- With no events running there was no income being generated.
- Community spend on events had been allocated to covid support and response at present. This would be covered by grant funding.

There were no further questions and Cllr Karen Morris **PROPOSED**, seconded by Cllr Robert John to accept the report. **RESOLVED**.

81. Consideration of the revised 2020 21 budget

Members noted that each Committee had looked at its own budget revision. This had been based on a calculated forecast based on the previous 5 months spending, projected onto the next 7 months with corrections as necessary where more information was available.

The Clerk/RFO requested that members approve the use of the revised budget for future budget monitoring reports from November until the end of the year. Members **RESOLVED** unanimously in favour of the Clerk/RFO’s recommendation.

ACTION: Clerk/RFO

82. To receive an update from any Standing Committee Chair as appropriate

Facilities and Assets

Members discussed a referral that had been made by the Committee to the Finance, Governance and Personnel Committee concerning the repair to the roof of Pembrey. There was disagreement about the process and concern at the risk of the chosen funding method being recommended to the Town Council for decision.

Cllr Robert John announced his resignation as Chair of the Facilities and Assets Committee, with immediate effect.

Members were referred to the minutes of the Finance, Governance and Personnel Committee minutes of 13th October under item 12 as follows:

“...the Facilities and Assets Committee had agreed for works to refurbish the roof at Pembrey Memorial Hall. Prior approval to repair the leaks had been given, but the condition of the roof had worsened and so to safeguard the building and prevent further damage a total refurbishment was needed. The Committee had seen three tenders and chosen the contractor based on the advice of the Projects Manager and value.

Members noted that proceeds from the sale of Copperworks could only be spent on capital projects such as this.

*Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Bob Walpole that the financing of the works be approved and drawn from the reserves, prior to Copperworks sale proceeds.*

*Members **RESOLVED** unanimously in favour.”*

It was noted that as the sum was over £50,000 for the works to be done this would have to be taken as a recommendation of the Committee for approval by the Town Council. This referral was **SECONDED** by Cllr Linda Edwards.

In the following vote 12 members voted in favour with 1 abstention and 1 against. The recommendation was therefore **RESOLVED**.

ACTION: Clerk/RFO

Cllr Michael Theodoulou wished his opposition to be recorded, based on his concerns that approving this would push the reserves below the minimum recommended level, and also that replenishing the reserves was not clearly outlined in the proposal.

Members raised a query regarding the sale of Copperworks, with a request for an update. The Clerk/RFO referred members to the minutes of the Facilities and Assets Committee meeting of the 7th October item 7 as follows:

“the Clerk updated members on progress with the sale of Copperworks, stating that having contacted the buyer directly they had been able to sort through a number of smaller issues that had held up progress, the most notable of which concerned ongoing access to the “band room” building. A new boundary fence would be raised between the two properties and an existing access widened to allow separate vehicular access to each property. In the meantime, there was an agreement for 6 months to allow access while the works were completed.”

Members discussed the length of time the sale had been going on for, with some members expressing concerns. It was noted that the majority of the delays had been caused by the Council itself in not having a Town Clerk for a significant portion of the time, and with difficulties in communication with the previous solicitor. It was noted that the Council had voted to instruct the current solicitor to prioritise the asset transfer of the pitch for Pembrey AFC ahead of all other casework.

The Clerk informed members that having visited the site with the CFS the works needed to widen the access would not be difficult and could be undertaken in-house. He also confirmed that at present there was no completion date for the sale.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman that the Clerk/RFO meet with the solicitor to discuss the remaining work and establish an achievable deadline, and to instruct the purchaser of the completion date being set.

ACTION: Clerk/RFO

Regeneration and Community Engagement

No update

Finance, Governance and Personnel

The Vice Chair of the Committee informed the Council that there was nothing important to raise.

Chairs

There had been an internal preparatory meeting to establish the Council’s needs and priorities for their forthcoming meeting with the Bowls Club on the ongoing relationship between them, the Council and the bowls facility which is a Council asset. There was also the result of an ongoing Police investigation into the Bowls Club activities during lockdown to consider when they were made public.

Cllr Stephen James arrived at 7.48pm

83. To consider the following planning applications

It was noted that the Finance, Governance and Personnel had approved for planning training to be available to all Councillors. The Chair of the sub-Committee advised of the different options available and asked those interested in attending to contact the Deputy Town Clerk.

The Planning Sub-Committee had met to discuss the following applications and to make the following recommendations:

<u>Application No.</u>	<u>Date</u>	<u>Site Address</u>	<u>Description of Application</u>
PL/00399	24/09/2020	Memorial Hall and Institute, Memorial Square, Burry Port, SA16 0BN	Non-Material Amendment to S/40344 (Reduce Length of Proposed New Structure)
As the application was by the Town Council, the committee made no comment.			
PL/00493	22/09/2020	Former Grillo Works, Burry Port	Discharge of Conditions 3 & 5 (Reptile Method Statement), 6 (Preliminary Risk Assessment), 11 (Drainage Details), 13,16 & 18 (Construction Environment Management Plan) on S/30601
In line with other interested parties, particularly Natural Resources Wales and the Sustainable Drainage Approval Body, the committee felt that there was insufficient information provided with the application and recommended REFUSAL of the application.			
PL/00413	24/09/2020	Land Adjacent to 21 Ar Y Bryn, Pembrey, Llanelli, SA16 0AX	Construction of Detached Dwelling house.
Members discussed the existing roadway to the property in question and felt that it was sub-standard and inadequate for the existing dwellings. They also felt that the height of the new building was imposing and was not in keeping with the existing properties. The committee recommended REFUSAL of the application.			
PL/00504	07/10/2020	71 New Street, Burry Port, SA16 0RU	Demolish existing rear extension and construct new two storey rear extension to existing dwelling
Members raised no objections and recommended APPROVAL of the application.			
PL/00446	06/10/2020	Glan Yr Afon, Heol Dandorlan, Burry Port, SA16 0RA	Single Detached dwelling
Members raised no objections to the principle of erecting a dwelling on the site and recommended APPROVAL of the application.			
PL/00513	07/10/2020	Llanelli Sand Dredging Ltd, Burry Port Industrial Estate, Burry Port, Llanelli, SA16 0NN	Variation of Condition 1 on S/11618 (Time limit to be extended by 15 years)
Members felt that provided it meets all environmental conditions imposed then they would have no objection and recommended APPROVAL of the application.			

PL/00494	07/10/2020	28, Mumbles Head Park, Pembrey, Burry Port, SA16 0DJ	Proposed side conservatory extension
Members raised no objections and recommended APPROVAL of the application.			
PL/00458	07/10/2020	22, Lando Road, Pembrey, Burry Port, SA16 0UR	Single storey rear extension
Members raised no objections and recommended APPROVAL of the application.			
PL/00367	13/10/2020	Former Burry Port Lifeboat Station, Burry Port, SA16 0ER	Conversion of former RNLI lifeboat station to Marina Offices and facilities
Members raised no objection to the works being carried out, but felt that a similar condition be imposed to that on the former toilet block at the Western side of the Harbour in that the Marine Group should allow public access to the toilet facilities			
PL/00581	14/10/2020	3 Cae Ffwrnnes, Burry Port, SA16 0FW	Single storey rear extension and a single storey garage extension
Members raised no objections and recommended APPROVAL of the application.			

Cllr Lisa Mitchell declared an interest in item PL/00504 as she owned a neighbouring property.

Members discussed the impact of their recommendations in relation to the County Council Planning Committee decisions.

There was discussion about the RNLI conversion, with members noting that it was understood that the Marine Group were hoping to build an extension which would house a café, but that that would be a separate application. Members noted that there was a forthcoming meeting with the Marine Group at which they could raise the possibility of them allowing public access to their toilet facilities when it was built.

Barring the above declared interest, members **RESOLVED** to accept the recommendations unanimously.

Members noted that the Planning sub-Committee had also discussed a time limited consultation and sent its response on behalf of the Council in an earlier meeting as follows:

<u>Application No.</u>	<u>Date</u>	<u>Site Address</u>	<u>Description of Application</u>
PL/00330	18/09/2020	Land at Seaview Terrace, Burry Port (Former Scott's Yard)	Proposed Class A1 foodstore store, improvements to existing site access, car parking, servicing and ancillary works
The Committee raised no objections to the development but expressed concerns regarding the proximity of the re-cycling centre being so close to a food outlet. Concerns were also raised regarding the safety of pedestrians crossing the entrance to the store to access the bus stop. The Planning sub-committee recommend APPROVAL of the application			

ACTION: Project Manager

Members discussed the impact of the recent flash flooding on the A484 exacerbated by the building development on the Gwdig site. It was noted that the County Council had sent out a water bowser to clear the gullies and were investigating using cameras. Members **AGREED** to continue their discussion in camera at the end of the meeting.

84. To receive the County Councillor's report

Cllr Hugh Shepardson reported that a plot of land that has been refused planning permission, but which is under appeal, had recently seen some extensive groundworks happen. It was understood that the owners had rented the land out to a company who had done the work. The works had potentially contravened a number of environmental protections and had no planning permission. The works had been reported to a number of bodies and officers for investigation and confirmation of whether or not any regulations had been contravened was awaited.

Pembrey Country Park would remain open during the forthcoming firebreak lockdown, however the facilities within it would remain closed. This would include all toilets except the disabled facility at the entrance to the beach. The new toilet block had been completed but could not yet open due to covid restrictions, similarly the crazy golf course had been completed and had been operational prior to the firebreak lockdown.

The PCP manager had sought a £75,000 loan from a County Council fund, which would be invested in a new pay station for the Country Park and upgrading of the car parking-charge machines in the car parks along the coastal path. This would allow better monitoring of when the machines were operational to protect the income they generated.

Although outside of Pembrey, he also informed members that work on the new leisure centre in Llanelli at the wellness village was expected to start in quarter 2 of 2021, with completion expected in 2023. Details were limited due to commercial sensitivity, but he would keep members informed.

85. To receive the Mayor's report

The Mayor had nothing to report from the previous month but would be working towards the Remembrance video in the next month.

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

Members heard a report from the meeting of the larger councils Committee for One Voice Wales. A few key points were raised as follows:

- The creation of a self-assessment tool by the Welsh Government and OVW for Councils to work out how well they are doing.
- A report on transforming town centres was being created and copies of the interim reports would be available on request, with the office.
- The OVW member survey had produced some great results on satisfaction rates on the work they did.
- Cllr David Owens had reported on what the Council had been doing in relation to covid response along with others. Members noted that the Council was considered by its peers as a pioneer in terms of the breadth of its community support during this pandemic.

There would be an AGM of the organisation in December and it was hoped it would be able to host up to 300 via digital conferencing.

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

Members noted that the firebreak lockdown would supersede any decision made on this topic, and so it would be deferred until the next meeting.

88. Update on community support

Members noted the following information related to community support:

- Halloween – over 170 homes had registered for the treat delivery being offered, in lieu of trick or treating.
- Meals on Wheels – 46 meals had been delivered today and the service was being well received. The popularity was suggesting the Council may need to consider expanding the service to 2 days a week.
- The fitness challenge would conclude at the end of half term, with children and young people able to collect medals from the office.
- A virtual Remembrance event was being organised, with those who lay wreaths booking a slot in the coming weeks to be filmed laying theirs at the memorial, as well as the Vicar’s sermon, the last post and flag raising, to be edited into a video for sharing publicly on November 11th.

A number of activities and events were being planned for Christmas as follows:

- A virtual Santa’s grotto, using zoom.
- A float with Santa and the Mayor would drive around Pembrey and Burry Port waving at children but would not be stopping.
- Working with the youth theatre group to learn Christmas carols for a remote performance for people to do around their own trees.
- Santa’s mailbox and return messages would continue this year.
- Supporting local shopping.
- A Mayor’s Christmas message to coincide with the lights switch on. it was important to note that no date would be announced publicly so as to avoid crowds gathering.
- Christmas hampers were being prepared for 30 families identified by local organisations who would not be able to afford Christmas on their own.

In relation to covid support during the firebreak lockdown, the CDO confirmed that they would continue to provide the Meals on Wheels service, but no other decisions had been made yet. She was also working with schools to provide letters and notes to go out with the meals for the wellbeing of the elderly who may be without family at this time. A Christmas dinner would be provided via the service in due course also.

89. Consideration of Town Council priorities

It was noted that each Committee had already looked at their priorities. However, for the Council to be able to discuss them and create a combined prioritisation, the Clerk/RFO in conjunction with the Chairs should produce a report to facilitate it and allow a strategic overview as opposed to a reactive list.

ACTION: Clerk/RFO

90. **Consideration of place based services**

Members were informed that a meeting had taken place between Council Officers and Neil Thomas (Senior Outdoor Recreation Manager), Nicky French (Grounds and Cleansing Manager) and Darren King (Highways Manager). The focus of the meeting had been on the place based services such as grass cutting, verge maintenance, infrastructure and toilets.

Neil Thomas had reported that his department were currently 6-7 weeks behind on the delivery of their service due to the covid restrictions. There was also an ongoing review of their service delivery from an environmental perspective which may alter their regime going forward. He confirmed that the new toilet in the Country Park had been completely funded from the Coastal Community Fund. Additionally, he confirmed that no maintenance of the harbour railings was being done, as the harbour wall repair work was due to start shortly which could cause damage.

Darren King and Nicky French both confirmed that their departments were likely to face significant financial cut backs in the coming year, adding that the highway verges would only receive one cut a year excepting safety issues. There was unlikely to be much opportunity for the Council to take on any roadside services due to the additional regulations involved but general grass cutting would be welcomed.

The CFS advised that no further progress could be made on the grass cutting services however, until the conclusion of the environmental report which could impact what the Council would allow.

The CDO also advised that a recent grant application to the Coastal Communities Fund by the Council had been turned down, because it had invested a lot of money in the area over the years, and they were advised to go to a different fund.

Members discussed that a recent meeting with the Deputy Chief Executive had resulted in a promise from him for County Council Officers to assist the Town Council in identifying and accessing funds to build new toilets. Council Officers were reminded to make use of that during future discussions. It was noted that the Council had also recently told the community it would be working to try and find a long term solution to the provision of toilets at the harbour.

Members discussed whether or not the County Councillors for Burry Port should be approached to assist in finding funding and it was agreed that their assistance could be valuable.

91. **Consideration of a roll of honour**

Members discussed a suggestion to provide a memorial plaque or roll of honour to commemorate serving Councillors who had died. It was agreed that this should only cover from the formation of Pembrey and Burry Port Town Council. The details of the style, form and location would need further discussion and costings.

Cllr Robert John **PROPOSED**, seconded by Cllr Peter Freeman for a Roll of Honour to be approved, and for costings and details to be prepared and discussed by the Facilities and Assets Committee. **RESOLVED**

ACTION: CFS/Deputy Clerk referral to Facilities and Assets Committee

92. **Consideration of harbour development**

Members noted that the member who requested this item was not present. It was also noted that a meeting had been arranged with the Marine Group for the start of November at which more information may be available for members to discuss when considering this item. In response to a query the Clerk confirmed that the Council had not been informed of the arrival of the new dredger in the harbour but also stated that he was not aware the Marine Group was obliged to do so. Members discussed whether or not there had been an agreement for the Mayor to be involved in an official welcoming ceremony.

Members **AGREED** that the form and substance of questions to be asked of the Marine group should be submitted to the office in advance and shared with members prior to the meeting.

ACTION: Deputy Town Clerk

93. **To note the following minutes for information (copies sent via email):**

Cllr Robert John **PROPOSED**, seconded by Cllr Peter Freeman that the following minutes be noted. **RESOLVED**.

Date	Meeting
22 nd September 2020	Chairs Committee
1 st October 2020	Chairs Committee
5 th October 2020	Chairs Committee
2 nd September 2020	Facilities and Assets Committee
9 th September 2020	DRAFT Regeneration and Community Engagement Committee
23 rd September 2020	Finance, Governance and Personnel Committee

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Moira Thomas that the meeting move to in camera. **RESOLVED**.

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 Linda Edwards **PROPOSED**, seconded by Cllr Michael Theodoulou that the meeting extend beyond two hours.

Ed Davies, Paul Mann, Louise Robinson and Kevin Williams left the meeting at 8.58pm

94a) To confirm the confidential minutes of the meetings held on Wednesday 16th September 2020 (copies enclosed)

Subject to the addition of Cllr Peter Freeman’s name to the attendee list of the minutes of Friday 11th September, Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas that the minutes be approved as an accurate record of the meeting. **RESOLVED**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole that the minutes of the 16th September be approved as an accurate record of the meeting. **RESOLVED**

94b) Update on staffing matters

Staffing matters were discussed.

94c) To note the following confidential minutes for information (copies sent via email):

Date	Meeting
5 th October 2020	Chairs Committee
2 nd September 2020	Facilities and Assets Committee
23 rd September 2020	Finance, Governance and Personnel Committee

The above minutes were noted.

The meeting closed at 9.30pm.