

29th July, 2020

Minutes of the Ordinary Meeting of Llandybie Community Council held via Microsoft Teams on Wednesday, 29th July, 2020 at 6.30 p.m.

Present

Councillors

R. A. Davies

D. Nicholas

P.H. Roberts

W.D. Evans

S.J. Roberts

B. Rees

Mrs K.D. L. Davies

Mrs Ll. Hindley

Mrs A. Evans

Mrs C. Thomas

I. Rh. Llewelyn

Mrs J.E. Collins

Mrs S.E. Thomas

Apologies

Councillors

D. Hopkins

Mrs Ll. Latham

C.J Harris

E.W Nicholas

735.

Declarations of interest

There were none.

736.

MINUTES

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 24th June, 2020

Minutes of the Planning Meeting of Council held on 24th June, 2020.

The Chair asked the attendees if there were any issues and it was **resolved** to approve the Minutes of these meetings as a true record. It was further **resolved** to confirm the recommendations of the committee.

737.

MATTERS ARISING FROM THE MINUTES

Minutes of the Ordinary meeting held on the 24th June, 2020

a) Minute 727(c) – a new thermostat and immersion heater had been needed to resolve the boiler issue at Saron pavilion. The work had been completed by Amman Heating Services at a cost of £450 including VAT.

It was **resolved** that the invoice should be paid.

b) Minute 727(i) – Defibrillators - The Clerk had written to the Welsh Ambulance Service and MyCariad but neither could provide details on usage. All defibrillators are currently logged with the Welsh Ambulance Service but are in the process of being transferred to ‘The Circuit’, which is a national defibrillator network that links the network of defibrillators to every ambulance service.

Chair

The Clerk is awaiting confirmation that the local defibrillators will be transferred to the new system automatically. It is likely that each defibrillator will have a guardian that must report its status periodically. This ensures that the defibrillator is serviceable and available for use. The Welsh Ambulance Service have confirmed that the units do not require servicing as they perform a self-check regularly which is confirmed by an indicator on the device.

CORRESPONDENCE

738.

Police reports

Llandybie – last 90 days

Fraud	1
Theft	1
Malicious communication	2
Assault	5
Harassment	6
Arson	1
Stalking	1

Saron (including Capel Hendre) – last 90 days

Criminal Damage	5
Theft	2
Malicious communication	1
Drug related offences	2
Affray	1
Assault	4
Dangerous Dog	1
Harassment	2
Attempted Burglary	1
Taking vehicle without consent	1
Public order	1

No details had been received for the Penygroes ward.

739.

The following items of correspondence had been received and sent to Members prior to the meeting. It was **resolved** to note the items.

- i) Post Covid 19 support request from Welsh Government
- ii) Community Environment project funding

740.

Temporary road closure at Waunfarlais Road, Llandybie

Carmarthenshire Council Council have given notice that part of Waunfarlais Road, Llandybie will be closed for 3 days from the 12th August, 2020 due to essential works by Welsh Water. Suitable diversions will be in place.

741.

Penygroes park pavilion

Carmarthenshire County Council had written to inform Members that the Penygroes Community Centre pavilion had been handed back to the County Council. A number of organisations had expressed an interest in leasing the pavilion, but prior to further discussions taking place the Community Council had been asked if they had any interest in leasing the premises.

Members **resolved** that the Clerk should write to the County Council informing them that they did not want to lease the building despite there being some benefits of doing so, and being able to control any tenant on a sub lease arrangement. Members agreed that Penygroes park would benefit from a long term tenancy agreement with any new lessee and would, if possible, like some input to the negotiations and appointment of the new tenant. The requirement for bilingual signage should be discussed with the new lessee.

Longer term, the formation of a joint committee between the Penygroes ward Members and the tenant should be considered.

742.

Removal of BT Payphones

B T have issued a consultation for the removal of seven local payphones which have remained unused for the last 12 months. The payphones are based at :-

Derwydd
High St, Llandybie
Blaenau Road, Llandybie
Saron square
Capel Hendre square
Cwmfferws Road
Penybanc Road

It was **resolved** that Members review the telephone boxes in their ward, and investigate with the local community to see if there was any appetite to adopt the kiosk for a £1. The Clerk was asked to respond to the consultation based on any Councillor response received, with removal of the payphones across all sites agreed

743.

Gilfach Iago

A meeting between Celtic Energy and CCC staff had been held on the 20th July, 2020. Councillor Mrs K.D.L Davies, who was also present at the meeting informed Members that the works needed to construct the bridleways had been clarified and costed. Recent negotiations had focused on the funding mechanism for delivering the bridleways and public rights of way and that a further meeting was scheduled for the 13th August, 2020.

County Councillor D. Thomas informed Members that the County Council were positive that matters had progressed well and that costings for the reinstatement of the bridleways and footpaths had been submitted and agreed at £350000.

The County Council had not discussed any community benefit fund and had previously informed Members that this this would have to be a separate negotiation between Celtic Energy and the Community Council. It was **resolved** that the Clerk should write to Celtic Energy to arrange a meeting between County Councillors Mrs K.D.L Davies, D. Thomas and representatives of the Gilfach Iago Working Party.

744.

CLERK'S REPORT

a) Public Rights of Way

A local resident has complained to Carmarthenshire County Council Rights of Way team who are investigating the following footpaths.

1) FP 51/55 Norton Road to Gate Road, Penygroes

Access at both ends of the footpath had had the signage removed and Norton Road access has been fenced off. The Gate Road access has been fenced off, signage removed and concrete foundations laid. The resident had also registered a complaint with Planning Enforcement to investigate the laying of these concrete footings.

2) FP 51/51 Gate Road to the main Penygroes to Blaenau Road

Partial blockage of the route at Gate Road entrance with vehicles

3) FP 51/117 Norton Road to Gorsddu Road

Signs have been removed and the footpath fenced off in both directions.

This was reported for information only.

b) Footpath Maintenance contracts

The first cut on the footpath maintenance contract had been completed satisfactorily and invoices had been received from L Stamp for £444 and Dynevor Tree Services for £1905. An extra payment had been agreed for Dynevor Tree Services for £870 for the clearance of large branches across 7 of the footpaths which were either blocking the route or in danger of falling on the footpath.

c) Penygroes park

1) The basketball nets at Penygroes Park had been vandalised and having taken guidance from the park inspector removed due to Health and Safety concerns. Llandybie and Penygroes MUGA's are now without these nets having only been replaced during 2018.

2) The Clerk had been notified that a sign had been erected at the entrance to the park from Gorsddu Road, falsely informing park users that the entrance road was a private road and that there was no unauthorised access available to the public. The road is owned by Llandybie Community Council as part of the Asset Transfer agreement and access is permitted for both pedestrian and emergency vehicular traffic, and the Clerk had written to occupier of the property asking that the sign be removed.

The gate at this entrance had also been vandalised and the Clerk had spoken to Carmarthenshire County Council operatives to rectify the issue.

3) The fence agreed as part of the Community Development budget for 2020/21 had been completed satisfactorily by MBP Fencing at the tendered price of £8320 plus VAT. The invoice had been paid with the agreement of the Chairman.

d) Llandybie bowls and tennis pavilion

The Clerk had received notification that there would be no non domestic rates levied on this building during 2020/21 saving the Council £2086.50.

e) Reopening of children's play areas

Welsh Government had allowed play areas to reopen from the 20th July, 2020 and the Chairman had written to all Councillors on the 14th July asking for their opinions on reopening subject to appropriate signage and adhering to Welsh Government guidelines. A majority of Councillors had responded indicating their agreement to reopen.

Llandybie Community Council had been unable to :-

- Provide Stewards to monitor each play area
- Arrange a booking system
- Relocate equipment for social distancing
- Clean equipment daily
- Provide cleaning equipment

Chair

Llandybie Community Council had carried out the following in relation to the re-opening of Play Areas :-

1. Carried out a Risk Assessment on each play area
2. Prior to opening carried out safety checks on all sites
3. Displayed appropriate signage

The Chair had also recommended the reopening of Llandybie Tennis courts subject to appropriate signage and adherence to Welsh Government guidelines.

Toughened bilingual foamex signage had been purchased from Harcourt Print Limited at a cost of £163.20 and the invoice paid with the agreement of the Chairman.

Councillors had previously been informed of maintenance works identified as part of the routine park inspections and these had been completed satisfactorily. Invoices had been received from P Bishop for £500 and M Jones for £1630.

The most recent inspections on the 24th July, 2020 had shown that 9 of the parks were categorised as being low risk, with Gorsddu as medium risk. Penybanc park had not been inspected as work on the new park was imminent.

It was **resolved** to confirm the reopening of the parks and tennis courts and payment of the invoices for signs and park maintenance.

f) External Audit 2019/20

The Welsh Audit Office have extended the timescales for audit and have now issued new guidelines informing Council's that the period of inspection of the annual accounts should be published as being available to the public from 1/9/20 for 28 days. They have recommended that the Council's accounts and annual return be published on the website, but with a statement informing the public that the Council has as yet not received its annual audit rating returned. The Clerk had already actioned this requirement.

g) Councillor Expenses

Payments allowed under the guidelines issued by the Independent Remuneration Panel for Wales had been processed during July 2020.

h) Council Chamber and Office lease

A final invoice of £1100 for eleven months of the current lease agreement to the 30th November, 2020 had been received. The Clerk had yet to receive details from the Church of Wales on the terms required for a new lease agreement but has had confirmation that matters are being discussed and details should be with the Council shortly.

It was **resolved** to pay the invoice.

Chair

i) Public Conveniences

Members discussed the possible reopening of the public conveniences at Llandybie and Penygroes. The Clerk had reviewed Welsh Government guidelines and opening could be considered subject to the following

- Reduced opening hours – 10am – 4pm
- Use of paper hand towels
- Hand sanitiser to be made available
- Bins emptied daily
- All surfaces cleaned and wiped down daily.
- Record of daily checks to be kept
- Main doors of toilets to be wedged open to limit contact points
- Deep clean of all areas before reopening
- Visit by hsl Compliance to confirm water hygiene
- Disposable cloths / mops to be used
- Signage informing users that the toilets will not be staffed or cleaned after every user and that they are used at users own risk
- Signage reminding users to exercise proper hand hygiene and to wash their hands with soap frequently and dry thoroughly
- Signage reminding users of the current social distancing rules

It was **resolved** that the public conveniences should be reopened subject to the action point above being completed.

j) Grass cutting at Gorsddu

Bi monthly cuts of grass at Gorsddu had continued throughout the summer and the Clerk had received an invoice of £360 from Jeff's Tipper Hire for the period from March to July 2020.

It was **resolved** that the invoice should be paid and that cuts should continue until October 2020 and invoices paid.

k) Penygroes RFC – grant request for fencing

A letter had been received from Mr Neil Armstrong, Chairman of Penygroes RFC to request a grant from the Council to help erect a fence on the border between the council owned land, and land owned by Penygroes RFC. Mr Armstrong is proposing a 1.8m high panel fence, similar to that which the Council have erected at the park over the last 2 years. This would help alleviate the problems with dog fouling on their pitches and also replace the current stock fence which currently borders a sloping area of land, and which is in need of repair in some areas.

It was **resolved** that a new fence should be considered but that the height of the fence be reduced to one metre, provision of up to date trading accounts, and confirmation from the club that they had applied for other sources of funding which could help

finance the project. The Clerk was asked to inform Penygroes RFC of the requirements and report back to Members at a future meeting.

745.

FINANCIAL MATTERS

(i) Payment of accounts

The following invoices had been received in July 2020 and been paid after discussion with the Chair.

5210	EDF	Llandybie MUGA – June	£10.58
5211	EDF	Llandybie Bowls Shed – June	£23.78
5212	EDF	Capel Hendre park – June	£10.58
5213	EDF	Saron Pavilion – June	£46.71
5214	EDF	Llandybie Pavilion – June	£21.45
5233	SSE Swalec	Public conveniences at Penygroes 13/3/20 – 23/6/20	£33.20
5236	EDF	Penygroes park – June	£10.58
5237	SSE Swalec	Office and Chamber 14/4/20 – 7/7/20	£51.34
5239	MBP Phillips	Fence at Penygroes park	£9984.00
5240	BT	Clerk's telephone bill 15/7/20 – 14/10/20	£121.70
5241	Harcourt Colour Print	Foamex bilingual Health and Safety signage of reopening of the parks	£163.20
5242	B Firm Pest Control	Removal of wasps nest at Spien Road park	£65.00

The following invoiced had also been received :-

5215	S Griffith	Salary and use of home as office allowance July 2020	£2191.56
5216	R Thomas	Salary and use of home as office allowance July 2020	£635.60
5217	HMRC	July 2020	£1302.08
5218	IPRW Allowance 2020/21	Councillor Mrs A.E Evans	£150.00
5219	IPRW Allowance 2020/21	Councillor A.W Jones	£120.00
5220	IPRW Allowance 2020/21	Councillor B. Rees	£120.00
5222	IPRW Allowance 2020/21	Councillor D. Hopkins	£120.00

Chair

5223	IPRW Allowance 2020/21	Councillor D. Nicholas	£75.00
5224	IPRW Allowance 2020/21	Councillor E.W. Nicholas	£120.00
5225	IPRW Allowance 2020/21	Councillor Mrs J.E. Collins	£90.00
5226	IPRW Allowance 2020/21	Councillor Mrs K.D. L Davies	£120.00
5227	IPRW Allowance 2020/21	Councillor Mrs Ll. Latham	£120.00
5228	IPRW Allowance 2020/21	Councillor N. Evans	£150.00
5229	IPRW Allowance 2020/21	Councillor P.H Roberts	£120.00
5230	IPRW Allowance 2020/21	Councillor Mrs S.E Thomas	£120.00
5231	IPRW Allowance 2020/21	Councillor S J Roberts	£120.00
5232	IPRW Allowance 2020/21	Councillor Mrs C. Thomas	£120.00
5233	hsl Compliance	Water hygiene at Saron pavilion	£58.20
5234	Martin Davies	Translation of Minutes and Chairman's Annual report	£200.15
5238	hsl Compliance	Water hygiene at Llandybie pavilion	£62.54
5243	L Stamp	Footpath maintenance	£444.00
5244	Llandybie Parish Church Hall	Lease of Office and Chamber 1/1/20 – 30/11/20	£1100.00
5245	Dynevor Tree Services	Removal of overhead branches and cypress hedges at Penybanc park	£450.00
5246	Welsh Water	Llandybie toilets 10/1/20 – 21/7/20	£73.95
5247	Dynevor Tree Services	Footpath maintenance contracts 1 and 4-9 – first cut	£1905.00
5248	Dynevor Tree Services	Removal of fallen branches on 7 footpaths	£870.00
5249	Amman Heating Services Ltd	Supply and fit new thermostat and immersion heater at Saron pavilion	£450.00
5250	P Bishop	Minor work improvements at the parks	£500.00
5251	M Jones	Painting maintenance work at the parks	£1630.00
5252	hsl Compliance	Water hygiene – Saron pavilion	£58.20
5253	Jeff's Tipper Hire	Water hygiene at toilets - July 2020 and grass cutting at Gorsddu April – July 2020	£608.00

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5254	EDF	Bowls shed – July	£28.26
5255	EDF	Llandybie pavilion – July	£20.54
5256	EDF	Capel Hendre park - July	£9.88
5257	EDF	Llandybie MUGA	£9.88

Members **resolved** to retrospectively approve the payments and those agreed by the Chair.

(ii) Monthly monitoring of the budget - April 1/4/20 to 30/6/20

2020/21		
Estimate	Actual YTD	
£	£	
180,000	60,000	Precept
150	29	Interest: Lloyds
400	0	Interest: investment accounts
3000	3,000	Rights of way
4700	0	Hire Agreements
<u>188,250</u>	<u>63,029</u>	
45,889	11,083	Staffing
17,650	4,429	Premises
4,750	1,724	Office Services
3,100	300	Member costs
10,000	1,487	Services and Subscriptions
}	1,200	Section 137
		Payments under other
	0	powers
	0	Public open spaces
	0	Village halls
}	0	Burial grounds
	230	Rights of way - maintenance
10,000	0	Rights of way - improvement
28,000	0	Grass cutting/ litter/ facilities
50,000	2,320	Park repairs and replacement
}	0	Public lighting - energy
		Public lighting -
8,500	0	improvement
28,000	840	Community development
		Public
13,000	504	conveniences
<u>236,889</u>	<u>24,117</u>	
		Balance for the year
		38,912 (period)
		337,001 b/f
<u>0</u>	<u>375,913</u>	c/f

Chair

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	Cash and
374,641	investments
1,272	Debtors
0	Creditors
<hr/>	
375,913	
<hr/>	

The Chair invited questions or comments. Members **resolved** to approve the accounts as above.

(iii) Cash reconciliation to 30/6/20

The quarterly cash reconciliation was undertaken by Councillor E.W. Nicholas on the 3rd July, 2020. There had been no issues of concern.

The Chair thanked the Clerk for his report.

746.

Request on Seminars / Joint meetings

There were none.

747.

Date of next meeting

Members **resolved** that the next Ordinary meeting of Council be held on the 30th September, 2020, unless the Chairman and Clerk decide that pressing business matters requires a meeting in the first week of September 2020.

748.

As there was no further business to discuss, the Chair declared the meeting closed at 8.00 p.m.