

**Minutes of the Ordinary Meeting of Llandybie Community Council held via Microsoft Teams on Wednesday, 30<sup>th</sup> September, 2020 at 6.30 p.m.**

**Present**

Councillors

R. A. Davies	D. Nicholas	P.H. Roberts
W.D. Evans	A.W Jones	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	D. Hopkins	Mrs Ll. Latham

**Apologies**

Councillors

**759.**

**DECLARATIONS OF INTEREST**

There were none.

**760.**

**MINUTES**

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 29<sup>th</sup> July, 2020

Minutes of the Planning Meeting of Council held on 29<sup>th</sup> July, 2020.

Minutes of the Finance committee meeting held on 2<sup>nd</sup> September, 2020.

Minutes of the Planning Meeting of Council held on 2<sup>nd</sup> September, 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 committees.

**761.**

**MATTERS ARISING FROM THE MINUTES**

**Minutes of the Ordinary meeting held on the 29<sup>th</sup> July, 2020**

a) Minute 727(i) and 737(b) – Defibrillators - The Clerk had received a response from Mr Malcolm Lilburn, informing him that a person had been appointed to deal with all public access defibrillators within the Hywel Dda area, initially servicing them and replacing pads and batteries where necessary.

The role will also be responsible for registering the defibrillators on the new national ‘The Circuit’ scheme.

b) Penygroes park pavilion

The Clerk had not received any notification on the tenancy, but County Councillor D. Thomas of Penygroes, who was present at the meeting as a member of the public, informed Members that the decision had been made and that it would be made public

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Chair

shortly. As previously agreed, the Chair urged the Penygroes ward councillors to approach the new lessee to form a close working relationship.

c) Minute 742 - Removal of BT Payphones

Councillor Carey Thomas had informed the Clerk that a local residents association at Cwmfferws Road would like to adopt the kiosk for £1. BT have been informed of this in the survey response.

Councillor Mrs S.E. Thomas highlighted her concern at the condition of those BT telephone boxes that remain in the area. The Clerk was asked to write to BT asking for a maintenance and improvement schedule for the kiosks.

## **CORRESPONDENCE**

**762.**

### **Police reports**

Summary of crime for July, August and September 2020

#### **Llandybie – 39 crimes**

Criminal Damage – 8  
Theft – 3  
Malicious communication – 5  
Drug related offences – 1  
Assault – 9  
Dangerous dog -1  
Firearms – 2  
Shoplifting – 1  
Other – 4

#### **Saron ( inc Capel Hendre) – 26 crimes**

Burglary - 4  
Criminal Damage – 3  
Theft – 3  
Malicious communication – 3  
Drug related offences – 1  
Assault – 3  
Harassment - 6  
Other – 3

#### **Penygroes – 20 crimes**

Theft – 2  
Malicious communication – 2  
Drug related offences – 1  
Assault – 6  
Harassment – 4

Arson – 1  
Shoplifting – 1  
Other – 3

**763.**

#### **External Audit Report**

No correspondence had been received from the auditor regarding the outcome of the annual audit.

**764.**

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

- 1) Dyfed Powys Police and Crime Panel – Chairman’s Annual report 2018/2019
- 2) Carmarthenshire Revised Local Development Plan – 3 week extension
- 3) Code of conduct training for Councillors
- 4) Independent Remuneration Panel for Wales – Draft Annual report 2021/2022

It was **resolved** to note the correspondence.

**765.**

#### **The Poppy Appeal**

A letter had been received from Major Ken Burton, President of the Royal British Legion, Ammanford Branch asking if wreaths were needed for this year’s remembrance services. One had been ordered for Saron.

The availability of a white poppy wreath is to be researched by Councillor Mrs C. Thomas.

It was **resolved** that a donation be forwarded to the Poppy Appeal for £50.

**766.**

#### **GILFACH IAGO**

The Clerk had not received a response from Mr Will Watson, Chief Executive of Celtic Energy in relation to a potential meeting between County Councillors Mrs K.D.L Davies, D. Thomas and representatives of the Gilfach Iago Working Party.

The Council had been informed that a meeting to finalise matters between Carmarthenshire County Council had been arranged for the 29<sup>th</sup> September, 2020 and had written to the County officers asking them to reinforce with Mr Watson the need for dialogue to continue with the Community Council regarding a ‘Community Fund’.

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Chair

**767.**

## **CLERK'S REPORT**

### **a) Public Rights of Way**

#### **1) Footpath 51/15 at Bonllwyn**

Stormy weather during August had resulted in two large branches blocking the lower end of the footpath. The Clerk had arranged with R Gleaves of Bonllwyn to clear the path at a cost of £70, and also to cut the grass along the upper end of the footpath which had become overgrown. Branches of a large overhanging tree had also been pruned for the safety of footpath users at a cost of £60.

#### **2) Annual Footpath maintenance contract**

The 2<sup>nd</sup> cut of grass on some of the footpaths had been completed satisfactorily and an invoice for £520 had been received from Dynevor Tree Services for the work.

#### **3) General condition of footpaths**

The Clerk had received a letter from Mr John Maudsley, of the Heart of Wales Line Trail Association congratulating the Council on the state of the footpaths which form part of the recently developed trail. The paths walked had clearly been maintained and the notoriously difficult bramble banks on this section of the trail had been easily managed, unlike other sections of the footpaths in other Council areas. The Clerk had written to thank Mr Maudsley for his kind comments.

### **b) Park maintenance**

A review of the most recent park inspections had identified risk issue which the Clerk had rectified with the approval of the Chair.

1) Locks had been purchased to secure the contractor gates at five parks. The Clerk had purchased a stock of generic locks used by Carmarthenshire County Council at a cost of £86.10.

2) Health and Safety issues had been noted at Penygroes and Bonllwyn parks with one broken bin at Penygroes in need of replacement and a new bin at Bonllwyn which had never had one previously. Two new lockable bins had been purchased from Glasdons UK Ltd at a cost of £586.44 excluding VAT.

3) Replacement park equipment had been ordered from Fenland Leisure Products Ltd to remove risk issues on the park inspection reports :-

Four replacement swings and chains, and table decking at a cost of £ 373.25 plus VAT,

Rubber wear pads for climbing equipment at £261.40 plus VAT.

A new seat for skate equipment and Turnfly handle for a rotator at £669 plus VAT.

Work had been completed by P Bishop for £650 as per estimate supplied.

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Chair

4) An invoice from Fenland Leisure Products Ltd for £1800.50 plus VAT for previously sanctioned equipment purchases had been received and paid.

5) A seesaw and a basket swing at Llandybie park had been damaged on two separate evenings during September and reported to the police. CCTV from the adjoining memorial hall owned cameras had been retrieved but the quality of the image was poor as they were installed initially to overlook the car park. The Clerk had spoken to the manager of the memorial hall and a possible option is for these cameras to be upgraded to provide clearer images of the park in future. The current CCTV operators had costed the new equipment at £1200.

It was resolved that a grant of £1200 be awarded to Llandybie Memorial Hall to be taken from the Community Development budget for 2020/21.

Councillor P.H Roberts and Mrs J.E Collins recommended that Penygroes park would also benefit from CCTV coverage and it was **resolved** that the project should be costed and considered as part of the Community Development programme for 2021/22.

6) Residual work identified during Tree Surveys earlier this year had been completed at a cost of £970 by R Gleaves as per the successful quotation tendered for the work. The work had been completed satisfactorily and the invoice paid.

#### **c) Penybanck park**

Work had commenced on the new park on the 14<sup>th</sup> September. The Clerk, having discussed with the Chairman, had agreed with the contractor that a disabled access gate was appropriate for the park as a young disabled child lived locally. The extra cost had been agreed at £900 for supply and labour.

It was **resolved** to approve the Chair's decision.

#### **d) Wayside and Park seats**

A review of all seats within the area had been undertaken during June 2020, and a total of 79 seats had been assessed as being in need of maintenance. A tender had been sent out for the maintenance work and having discussed the returned quotations with the Chair, the contract had been awarded to R M Jones at a cost of £2370 with no VAT charged.

#### **e) Public Conveniences**

The toilets had been reopened on the 10<sup>th</sup> August, 2020. A risk assessment on both had been done by the Clerk and contractor, and a full deep clean made before opening, minor repairs undertaken, and soap dishes installed. Cleaning materials recommended by Welsh Government had been purchased from Newhall Janitorial Ltd, who had also provided 3 new soap dispensers free of charge. An invoice for £342.84 plus VAT had been received and paid. Appropriate signage had been erected and reduced opening hours between 10am and 4pm agreed.

**f) Saron Pavilion**

A mandatory 5 year Electrical Installation Condition Report had been undertaken by D J Electrical Ltd at a cost of £200 plus VAT. Necessary remedial work to achieve a pass certificate had been identified during the inspection. Having discussed the issues with the Chair, it was agreed that the work should be done immediately to satisfy Health and Safety concerns at the pavilion and a quotation of £282.09 plus VAT had been obtained.

An emergency light on the exterior of the pavilion had also been damaged and the Clerk had asked the electrical contractors to replace.

The work had been completed satisfactorily by D J Electrical Ltd and a pass certificate obtained.

**g) Council Chamber and Office lease**

No progress made to date.

Councillor Mrs S.E Thomas expressed concern at the delay and that the overall damp condition of the chamber was unhealthy for councillors. On receipt of the proposed lease, the Chair and Clerk would discuss the issues with the vicar before a decision on renewal was brought to Full Council.

**h) Website**

ICT Vision Ltd had completed the design of the new bilingual website to comply with the Public Sector Bodies Accessibility Regulations Act 2018, therefore ensuring that it can be viewed by as many people as possible including those with impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired reading.

A final invoice of £807.00 had been received from ICT Vision Ltd.

**i) Information Commissioner**

The Clerk had been concerned that a cheque for £40 dated 13<sup>th</sup> April, 2020 to the Information Commissioner for the annual renewal of the Data Protection fee had not been presented. He had been informed that it had not been received and that renewal would be best achieved through a card payment. The Clerk had arranged for this to be done on his personal card and reimbursed from the Council after agreement from the Chairman.

It was **resolved** to approve this method of payment exceptionally by the Clerk.

**j) Penygroes RFC – grant request for fencing**

The Clerk had spoken to Mr Armstrong of Penygroes RFC who thanked the Council for their proposed support, but that the restriction on the height of the fence would

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Chair

not alleviate the problem of dog fouling on the playing surfaces as access to their fields would remain possible. He will discuss the issue further with the club committee and make further contact with the Council.

**k) Saron Square**

The Clerk had been made aware that three trees on the verge area on Saron square which the Council had maintained for many years needed to be pruned as they were now growing over the boundary of a local resident, and also approaching the height where they would interfere with overhead power and telephone lines.

A quotation had been sought from three local contractors and the Dynevor Tree Services had been asked to complete the work at a cost of £350.

It was **resolved** to approve the contractor's appointment.

**(i) Tree planting and wild flowers**

An invoice for £320 from Wrenvale Nurseries and Landscapes for planting 4 new trees at Penygroes park had been received. This was part of the Community Development budget for 2019/2020. Wild flower planting at the park had been undertaken free of charge due to the late planting of seeds.

**(j) Programme of Works for 2021 to 2022**

Members had been asked to consider and inform the Clerk of suitable projects for the next financial year. This would allow the Officer time to prepare estimates for the suggested schemes before the November meeting and prior to Council's decision on setting the Precept for the next financial year.

**768.**

**FINANCIAL MATTERS**

**(i) Payment of accounts**

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

5258	S Griffith	Expenses including broadband, travel, postages and BT Teleconferencing facility	£346.74
5259	S Griffith	Park gate locks re; Barnsley Lock and Gates Ltd	£86.10
5260	Newhall Janitorial Ltd	Cleansing materials for public conveniences	£411.41
5261	Fenland Leisure Products Ltd	Replacement park equipment	£447.90
5262	Dynevor Tree Services	Grass cutting on FP 51/73	£50.00

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5263	hsl Compliance	Water hygiene at Llandybie pavilion	£52.12
5264	Welsh Water	Llandybie pavilion 7/1/20 – 17/7/20	£734.26
5265	S Griffith	Salary and use of home as office allowance August 2020	£2191.56
5266	R Thomas	Salary and use of home as office allowance August 2020	£635.40
5267	HMRC	August 2020	£867.28
5268	D J Electrical Ltd	Electrical Installation Condition report at Saron pavilion	£240.00
5269	Fenland Leisure Products Ltd	Replacement park equipment	£2160.60
5270	Llinos Jones	Translation services at February Ordinary meeting	£65.10
5271	EDF	Saron pavilion – August 2020	£55.76
5272	EDF	Penygroes park – August 2020	£10.93
5273	Glasdon UK Ltd	Replacement refuse bins at Penygroes and Capel Hendre parks	£703.73
5274	hsl Compliance	Water hygiene at Penygroes toilets	£50.40
5275	hsl Compliance	Water hygiene at Llandybie toilets	£50.40
5276	Martin Davies	Translation of Minutes	£173.15
5277	Jeff's Tipper Hire	Public Conveniences and grass cutting at Gorsddu	£995.00
5278	R Gleaves	Grass cutting and debris removal on FP 51/105 at Bonllwyn	£70.00
5279	Fenland Leisure Products Ltd	Replacement park equipment	£313.68
5280	D J Electrical Ltd	Remedial work from EICR at Saron pavilion	£338.51
5281	Fenland Leisure Products Ltd	Replacement park equipment	£802.80
5282	Gorlech Fire Protection	Annual fire extinguisher service	£102.20
5283	EDF	Bowls Shed – Aug 2020	£20.31
5284	EDF	Capel Hendre park – Aug 2020	£10.93
5285	S Griffith	Reimbursement of Information Commissioners fee	£40.00
5310	EDF	Llandybie pavilion - August 2020	£23.52
5311	Martin Davies	Translation of Minutes	£67.50
5315	EDF	Bowls shed – August 2020	£13.02
5316	EDF	Penygroes park – August 2020	£10.93

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5317	R Gleaves	Branch removal on FP 51/105 at Bonllwyn	£60.00
5318	R Gleaves	Tree survey residual work	£970.00
5320	SSE Swalec	Electricity at Penygroes toilets 24/6/20 – 10/9/20	£33.20
5321	SSE Swalec	Electricity at Llandybie toilets 18/6/20 – 11/9/20	£46.62

The following invoiced had also been received:-

5286 to 5309	September grant awards	See Finance committee meeting Minutes of 2 <sup>nd</sup> September 2020	Various
5312	S Griffith	Salary for September 2020 and backdated pay increase from April 2020 as agreed by NALC	£2820.58
5313	R Thomas	Salary for September 2020 and backdated pay increase from April 2020 as agreed by NALC	£784.19
5314	HMRC	September 2020	£1346.38
5319	R Thomas	Expenses to 30/9/20 inc travel / postage	£90.08
5322	Morgan and Morgan	Printer Ink	£273.28
5323	Jeff's Tipper Hire	Opening and closing of Public conveniences and two cuts of grass cutting at Gorsddu during September	£920.00
5324	Vision ICT Ltd	Website redesign - 2 <sup>nd</sup> payment	£807.00
5325	Dynevor Tree Services	Annual footpath maintenance contract – 2 <sup>nd</sup> cut	£520.00
5326	Jeff's Hipper Hire	Supply and fit new toilet seat and seal replacement	£45.00
5327	hsl Compliance	Water hygiene at Saron pavilion - August	£58.20
5328	Wrenvale Nurseries and Landscapes	Maintenance on Saron square April – Sep 2020	£216.00
5329	Wrenvale Nurseries and Landscapes	Tree planting at Penygroes park	£320.00
5330	EDF	Llandybie MUGA – Sept 2020	£9.53
5331	EDF	Capel Hendre park – Sept 2020	£11.30
5332	EDF	Llandybie pavilion- Sept 2020	£22.26
5333	EDF	Llandybie bowls shed – Sept 2020	£22.59
5334	The Poppy Appeal	Donation	£50.00

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Chair

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

**(ii) Monthly monitoring of the budget - April 1/4/20 to 31/8/20**

<b>2020/21</b>		
<b>Estimate</b>	<b>Actual YTD</b>	
<b>£</b>	<b>£</b>	
180,000	120,000	Precept
150	46	Interest: Lloyds
400	0	Interest: investment accounts
3000	3,000	Rights of way
4700	0	Hire Agreements
<b>188,250</b>	<b>123,046</b>	
45,889	20,571	Staffing
17,650	7,905	Premises
4,750	2,181	Office Services
3,100	300	Member costs
10,000	1,926	Services and Subscriptions
}	1,200	Section 137
		Payments under other
	0	powers
	0	Public open spaces
	0	Village halls
}	0	Burial grounds
	3,495	Rights of way - maintenance
10,000	0	Rights of way - improvement
28,000	440	Grass cutting/ litter/ facilities
50,000	8,863	Park repairs and replacement
}	0	Public lighting - energy
		Public lighting -
8,500	0	improvement
28,000	9,160	Community development
		Public
13,000	2,010	conveniences
<b>236,889</b>	<b>58,051</b>	
		<b>Balance for the year</b>
	<b>64,995</b>	<b>(period)</b>
	337,001	b/f
<b>0</b>	<b>401,996</b>	c/f

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	Cash and
397,878	investments
4,118	Debtors
0	Creditors
<hr/>	
401,996	
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The Chair invited questions or comments. Members **resolved** to approve the accounts as above. The Chair thanked the Clerk for his report.

**769.**

**Request on Seminars / Joint meetings**

Councillor LL. Latham recommended the Wales Safeguarding Procedures App having recently attended an online seminar.

Councillor D. Hopkins informed Members that he had been actively involved with residents of the Derwydd area in promoting vouchers to help with improved broadband speed in the area.

**770.**

**Date of next meeting**

Members **resolved** that the next Ordinary meeting of Council be held on the 4<sup>th</sup> November, 2020, and that the normal November meeting be held on December 2<sup>nd</sup>, 2020

**771.**

As there was no further business to discuss, the Chair declared the meeting closed at 7.30 p.m.