

26th May, 2021

Minutes of the Ordinary Meeting of Llandybie Community Council held on Microsoft Teams on Wednesday, 26th May, 2021 at 6.50 p.m.

Present

Councillors	I. Rh. Llewelyn	Mrs A. Evans	P.H. Roberts
	Mrs S.E Thomas	C.J. Harris	R.A. Davies
	Mrs K.D. L Davies	Mrs Ll. Latham	D. Hopkins
	D. Nicholas	A. W. Jones	N. Evans
	Mrs Ll. Hindley		

Apologies

Councillors	Mrs C. Thomas	W. D. Evans	B. Rees
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898.

Declarations of interest

There were none.

899.

MINUTES

The minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 28th April, 2021.

Minutes of the Planning Committee Meeting held on the 28th April, 2021

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.

MATTERS ARISING FROM THE MINUTES

There were none.

CORRESPONDENCE

900.

Police Crime reports

The following crimes had been registered during May 2021 to date :-

Llandybie

Assault 2

Malicious communications 1

Stalking 1

Saron (including Capel Hendre and Penybanc)

Criminal Damage 1

Assault 1

Theft 2

Chair

Malicious communications 1
Drug related offences 2
Harassment 6
Stalking 1

Penygroes

Malicious communication 1
Harassment 1

901.

Community Pharmacy Services survey

Hywel Dda University Health Board is inviting residents to give their views on a draft Pharmaceutical Needs Assessment relating to community pharmacy services. A survey will be available until the 6th July, 2021 for Members to complete. It was **resolved** that the Clerk should complete the survey on behalf the Council expressing concern that local pharmacies might disappear from smaller villages as the centralisation of GP surgeries becomes more prevalent.

902.

Building a healthier future after Covid

Hywel Dda University Health Board is inviting residents to take part in a 6 week engagement exercise until 21st June, 2021 to learn from the public and how it has affected their health and care, and access to the those services during the pandemic. Feedback is also required on its long term strategy to develop and build a new hospital between St Clears and Narberth. It was **resolved** to note the correspondence.

903.

CLERK'S REPORT

a) Rights of Way

1) Footpath 51/27 at Saron

Low lying branches of a large tree had been restricting access to the path and had been satisfactorily removed by R Gleaves at a cost of £30 with no VAT charged.

b) Parks

1) Blaenau park

The park is not fully enclosed with fencing and there is a possibility that a young child could exit the park through the adjoining land owned by the 'Badgers' public house (currently closed). Members were reminded that the Council had agreed to maintain the park and undertake park inspections, however the ownership of the land remains with Blaenau Welfare Association who are investigating where the exact boundary lies.

Chair

It was **resolved** that any decision should be deferred until the next meeting so that ownership, boundaries, grant funding opportunities and potential costs could be established.

2) CCTV at Penygroes park

Three quotations had been received had been received from contractors in relation to a Community Development project for 2021/2022. The system will operate with three day/night vision cameras, with coverage over the tennis courts, children's play area and the bike track/ rugby field with cameras positioned on a new pole close to the community centre. The CCTV can be monitored from the Clerk's laptop.

Members discussed the potential liability of installing CCTV at all the parks, coupled with the enhanced privacy laws under GDPR which would need to be adhered to. The cost of non installation of cameras was also worthy of consideration.

It was **resolved** to defer any decision on the installation at Penygroes Park subject to:-

- a) a review of GDPR requirements
- b) potential monetary liability if CCTV installed at all parks
- c) assessment of costs
- d) priority of installation

3) Park Inspections

The annual park inspection reports had been received from Carmarthenshire County Council for all eleven parks. These reports are undertaken by the Play Inspection Company, who are independent, and are mandatory for all parks and play areas.

The reports have confirmed that all parks are low risk, with no one individual item being assessed as medium or high risk. This confirms the risk ratings of the monthly operational inspections which are undertaken.

4) Capel Hendre park

The recent surfacing on the play area had once again been vandalised and reported to the police. This is the 3rd incident over the past few months which has already cost £665 to repair.

It was **resolved** to repair the surface and also as a short term interim measure pending a full review of CCTV, one camera should be located overlooking the play area as a deterrent.

5) Penygroes park

A complaint had been received from a local resident that a large dog had approached her aggressively in the park which had made her feel very nervous. She had asked the dog owner to put a lead on the animal but he had refused to do so. She would like

the Council to consider signage indicating that ‘Dogs to be kept on leads at all times’.

The Clerk had spoken to Carmarthenshire County Council who had informed him that such signage does not have any legal powers, and under the Public Spaces Protection Act the only people who have the power to ask for dogs to be put on leads are designated council officers who personally evidence that a dog is deemed to be out of the control of the owner.

It was **resolved** that signs should be purchased to encourage and promote good behaviour from the dog owners.

c) Local Government and Elections (Wales) Act 2021

The Clerk had received confirmation from One Voice Wales that the names of all Members in attendance, apologies for absence, declarations of interest, any decisions taken and the outcome of any votes should be published within 7 days of any Council meeting. It was **resolved** that the preferred way of doing this is to publish the draft minutes on the website when prepared, with a note on the website confirming that the minutes will be ratified at the next Full Council meeting.

d) BT Kiosk at Penygroes

Carmarthenshire County Council are consulting on BT’s proposal to allow communities to ‘adopt’ red telephone boxes at a cost of £1 each, and to remove the telephony service. There have been no calls made from this site in the past 12 months. Adoption of other kiosks in the area has previously been discussed at Council with liability for ongoing maintenance and public liability becoming Council responsibility.

It was **resolved** that BT be informed that the Council had no objection to the removal of the kiosk.

e) Cilyrychen Clock

A recent power surge is believed to have stopped the clock from operating and the Clerk had failed to restart the mechanism having had detailed discussions with the maintenance team at Smiths of Derby Ltd. With the agreement of the Chair, a visit from an engineer had been arranged to remedy the problem.

f) Rent of Office and Chamber

It was **resolved** that a payment of £650 be made to Llandybie Parish Church Hall for the period 1/6/21 to 30/11/21.

904.

FINANCIAL MATTERS

(i) Payment of accounts

Chair

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The Clerk reported that the following accounts had been paid since the last meeting:

5513	EDF	Capel Hendre park – April 2021	£8.82
5514	EDF	Llandybie MUGA – April 2021	£8.82
5515	EDF	Llandybie pavilion – April 2021	£23.46
5516	EDF	Llandybie bowls shed – April 2021	£19.50
5522	EDF	Saron pavilion – April 2021	£17.29
5523	R Gleaves	Footpath 51/27 clearance	£30.00
5526	EDF	Penygroes park – April 2021	£11.05

The following invoices and payment requests had also been received:

5512	Wrenvale Nurseries	Flower Bed maintenance at Saron square Oct 20 – Mch 21	£216.00
5517	S Griffith	Salary and use of home as office allowance - May 2021	£2298.23
5518	R Thomas	Salary and use of home as office allowance - May 2021	£667.46
5519	HMRC	May 2021	£935.17
5520	Cancelled		
5521	Martin Davies	Translation services	£115.10
5524	Morgan and Morgan	Photocopying paper	£44.82
5525	Morgan and Morgan	'Conqueror' Minute paper	£55.94
5527	J T Services	Public convenience maintenance and two grass cuts at Gorsddu – May 2021	£948.00
5528	hsl compliance	Water hygiene monthly service visits for May 2021	£221.54
5529	V L Llewellyn	Internal audit fee 2020/2021	£650.00
5530	hsl compliance	Water hygiene biannual service April 2021 at pavilions and public conveniences	£221.54
5531	Llandybie Parish Church Hall	Rent of Office and Chamber 1/6/21 – 30/6/21	£650.00

Members **resolved** that the accounts should be paid.

(ii) Monthly monitoring of the budget - Llandybie Community Council 2021/2022

	Budget 2021-22	Income and expenditure 01.04.21- 30.04.21
	£	£
Precept	180,000	60,000
Interest: Lloyds	150	2

Chair

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Interest: investment accounts	400	
Rights of way	3,000	3,000
Hire Agreements	4,700	
	<u>188,250</u>	<u>63,002</u>
Staffing	45,889	3,901
Premises	17,650	3,156
Office Services	4,750	1,811
Member costs	3,100	0
Services and Subscriptions	10,000	1,104
Section 137		0
Payments under other powers	} 18,000	0
Public open spaces		0
Village halls		0
Burial grounds		0
Rights of way - maintenance	} 10,000	125
Rights of way - improvement		
Grass cutting/ litter/ facilities	28,000	80
Park repairs and replacement	50,000	1,959
Public lighting - energy		
Public lighting - improvement	} 8,500	
Community development	28,000	1,524
Public conveniences	13,000	840
	<u>236,889</u>	<u>14,500</u>
Balance for the year (period)		48,502
b/f		311,004
c/f	0	<u>359,506</u>

Cash and investments	358,770
Debtors	736
Creditors	0
	<u>359,506</u>

(iii) Internal auditor's report 2020/21

The Clerk read the Internal Auditor's report and comments, which stated that all the control objectives tested had proved to be satisfactory and that there were no matters which needed to be brought to the attention of the Council. Assurance can be expressed in the governance arrangements and the financial statement of the Council for the financial year 2020/21. The appropriate section of the Annual Form had been completed by the auditor which reflected his findings.

It is recommended that the Council should undertake an annual review during the current financial year, of its system of internal control, considered by the Members and duly minuted.

Members **resolved** to approve the internal auditor's report and to pay the invoice of £650 received for the audit work undertaken.

(iv) Recommendation of Annual Governance 2020/21

The Members responded to the Clerk after he read out the Annual Governance questions from the audit form. It was **resolved** that these would be recorded on the Annual Form as stated.

(v) Recommendation of the annual financial report 2020/21

It was **resolved** that the annual financial figures on the form be confirmed and that the Clerk and the Chair should sign and date the form in the appropriate boxes. This would then be forwarded to the external auditors.

(vi) Re- appointment of internal auditor

It was **resolved** to re-appoint Mr Lyn Llewellyn as the internal auditor for 2021/22.

The Chair thanked the Clerk for his report.

905.

Request for information from County Councillors on Section 106 agreements

There were none.

906.

Reports on seminars / joint meetings

The Clerk had attended a full day virtual conference jointly run by One Voice Wales and the Society of Local Council clerks. The day had proven to be very useful to provide updates on likely changes to the sector, audit requirements, insurance and registration of council land at the land registry.

The Clerk had attended the Carmarthenshire One Voice Wales committee meeting.

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907.

Date of next meeting

Members **resolved** that the next Ordinary meeting of Council be held on the **30th June, 2021.**

908.

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