

30th June, 2021

Minutes of the Ordinary Meeting of Llandybie Community Council held on Microsoft Teams on Wednesday, 30th June, 2021 at 6.30 p.m.

Present

| | | | |
|-------------|-------------------|------------------|---------------|
| Councillors | I. Rh. Llewelyn | Mrs A. Evans | P.H. Roberts |
| | Mrs S.E Thomas | B. Rees | R.A. Davies |
| | Mrs K.D. L Davies | Mrs Ll. Latham | D. Hopkins |
| | D. Nicholas | Mrs C. Thomas | S.J. Roberts |
| | Mrs Ll. Hindley | Mrs J.E. Collins | E.W. Nicholas |

Apologies

| | |
|-------------|-------------|
| Councillors | C.J. Harris |
|-------------|-------------|

913.

Councillor David Evans

The Chairman opened the meeting by expressing his deepest sympathy to the family of the late Councillor David Evans who had recently passed away having fought his illness with great courage and dignity.

Councillor Anthony Davies, thanked the Council on behalf of Mrs Gill Evans and the family for the card and flowers and the donation from the Chairman's Allowance towards Marie Curie (Carmarthenshire). David had been a Councillor for the past 5 years and he was a huge asset to the area, with his local knowledge having lived his life entirely in Llandybie or Blaenau.

914.

Declarations of interest

There were none.

915.

MINUTES

The minutes of the following meetings as circulated were considered:

Minutes of the Statutory Meeting of Council held on 26th May, 2021

Minutes of the Ordinary Meeting of Council held on 26th May, 2021.

Minutes of the Planning Committee Meeting held on the 26th May, 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.

Chair

CORRESPONDENCE

916.

Police Crime reports

No figures had been received for the month of June.

917.

- a) Annual Police and Crime commissioners report
- b) Wildlife in your ward – Carmarthenshire Nature Partnership

The document produced by the Carmarthenshire Nature Partnership had been added to the Biodiversity page of the council website.

c) Waste Collection strategy survey – Carmarthenshire County Council consultation closes on the 7th July.

d) Housing and regeneration masterplan consultation - Carmarthenshire County Council consultation closes on the 26th July. I was **resolved** that the Chair and Clerk would review the consultation document and draft a suitable response.

918.

CLERK'S REPORT

a) Rights of Way

1) Footpath 51/23 at Saron

A pedestrian gate at the Nant Y Ci end of the footpath had been damaged and reported to Carmarthenshire County Council.

2) Footpath 51/107 at Heol Ddu

The footpath had been reported as having a number of obstacles with fallen trees, overhanging branches and some dense areas of grass all of which were preventing a safe route along the path. The Clerk had visited the footpath with Dynevor Tree Services and agreed that the obstacles were a Health and Safety issue, and required immediate attention.

The work had been satisfactorily completed and an invoice for £340 had been received and paid with the agreement of the Chair.

Chair

3) Maintenance contract – additional works

The contractors had now commenced with the maintenance work on the footpaths and additional work was being identified as being necessary to make the footpaths safe for the public to use. It had been agreed with the Clerk that any additional work should be discussed with the Clerk, photographic evidence submitted and a price agreed. A single invoice for the work would be submitted at the end of the 1st cut of scheduled work.

It was **resolved** to adopt this procedure for additional sanctioned work.

4) Footpath 51/120 at Llandybie

Carmarthenshire County Council had one again sought an extension to the TRO for the footpath where the bridge repairs have yet to be actioned and the footpath remains closed.

b) Parks

1) Penygroes Park

Damage had been caused to a picnic bench overlooking the children's play area with two broken seating slats needing replacement. The Clerk had spoken to Glasdons, the manufacturers of the bench, and arranged to order new slats at a cost of £63 plus a delivery charge of £5.95.

Additionally, two of the seating slats on a memorial bench had also been broken and repair would be undertaken by the Council.

2) Capel Hendre park

A dummy CCTV camera had been fitted at Capel Hendre overlooking the children's play area by D J Electrical Ltd at a cost of £108.39 plus VAT.

3) Replacement park equipment

Annual park inspection reports had identified risk issues which had required new equipment to be purchased to satisfy Health and Safety requirements. These included new swing seats, chains, shackles and bolt covers. An invoice for £510.60 plus VAT had been received from Fenland Leisure Ltd for the equipment. One item for the overhead rotator handle at Penygroes park had been ordered but not yet received or invoiced.

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

Other work also included painting some of the equipment to help prevent further rust and rot damage.

The Clerk had prepared a schedule of work in two lots and asked for estimates from local contractors for the work to be completed and **resolved** that payment should be made to the preferred contractor on receipt of invoices.

4) Tree Surveys

The annual tree survey reports had been received from Aber Landscapes Ltd at a cost of £1150 plus VAT. This is slightly increased from the initial quotation as Blaenau Park had been excluded from the original costing. Overall, 93 trees/hedgerows over 3m had been inspected and reported that overall the parks are in excellent condition with concern over three Ash trees at Derwydd park and the presence of knotweed at Blaenau park. Other residual work identified include the need to cut hedgerows outside the nesting season.

It was **resolved** that the Clerk should arrange for these works to be completed in accordance with the contractor's recommendations.

c) CCTV

The Clerk had made further enquiries as to the cost of installing CCTV at all the parks. The total cost of CCTV coverage at all parks could extend to over £60000 and following a report from the clerk identifying damage to the play areas since asset transfer, it was **resolved** that the Council should only currently proceed with CCTV at Penygroes, which had been identified as Community Development programme for 2021/2022 at a cost of £5229.36.

A comprehensive draft CCTV policy had been obtained from One Voice Wales which would satisfy the Council's remit under GDPR and data protection and this will be presented to Full Council at the next meeting.

d) Cilyrychen Clock

An invoice of £150 plus VAT had been received from Smith of Derby Ltd for the engineer visit and the satisfactory repair of the clock, and paid with the agreement of the Chair.

e) Llandybie Bowls and Tennis pavilion

The mandatory 5 year electrical installation check for the pavilion had been undertaken by D J Electrical Ltd at a cost of £ 200 plus VAT.

f) Risk Assessments

Annual risk assessments for the pavilions at Saron and Llandybie, both public conveniences and the office and chamber had been completed during June 2021.

This was reported for information only.

g) Public Conveniences

The current contract for opening, closing and maintenance of the public conveniences at Llandybie and Penygroes was due to end on the 31st July, 2021. The Clerk had asked for quotations from three contractors involved with similar contracts at neighbouring council areas.

It was resolved that the contract be awarded to J T Services at a cost of £30 per day.

h) Wayside seats at Blaenau and Llandybie

As previously reported two new seats had been purchased as part of the community development programme for 2021/22. They had been satisfactorily installed by Donald Barnes and Sons at a cost of £398 plus VAT.

i) Road closures

The Clerk had been notified of three separate road closures in the area :-

- a) Station Road, Tirydail at the railway level crossing for 2 days on the 19th July, 2021 – Network Rail
- b) Black Lion Road, Penygroes for 9 days on the 26th July, 2021 – Alun Griffiths Ltd
- c) Waunhafog Road, Llandybie for 5 days on the 8th July, 2021 – Welsh Water

j) Chairman's Board

The Chairman's board at the Council chamber had been updated by Paul Coates Signwriter at a cost of £30.

k) Hard binding of Council Minutes

Two years Minutes of all Council meetings had been hard bound by F C Bookbinder at a cost of £260.

919.

FINANCIAL MATTERS

(i) Payment of accounts

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

| | | | |
|------|--------------------|---|---------|
| 5532 | Smith of Derby Ltd | Cilyrychen clock repair | £180.00 |
| 5533 | EDF | Capel Hendre park – May 2021 | £14.49 |
| 5534 | EDF | Llandybie MUGA – May 2021 | £14.69 |
| 5535 | EDF | Llandybie pavilion – May 2021 | £31.49 |
| 5536 | EDF | Llandybie bowls shed – May 2021 | £33.97 |
| 5537 | EDF | Saron pavilion – May 2021 | £51.09 |
| 5543 | F C Bookbinder | Hard binding of Council Minutes for 2019/20 and 2020/21 | £260.00 |

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|------|-----------------------|--|---------|
| 5544 | Dynevor Tree Services | Clearance of Footpath 51/107 at Heol Ddu | £340.00 |
| 5545 | EDF | Penygroes park – May 2021 | £14.25 |
| 5547 | Welsh Water | Penygroes public conveniences 11/12/20 – 10/6/21 | £141.52 |
| 5549 | Welsh Water | Saron pavilion 1/12/2020 to 25/5/2021 | £174.98 |
| 5550 | Paul Coates | Chairman’s Board update | £30.00 |

The following invoices and payment requests had also been received:

| | | | |
|------|------------------------------|--|----------|
| 5538 | S Griffith | Salary and use of home as office allowance - June 2021 | £2298.03 |
| 5539 | R Thomas | Salary and use of home as office allowance - June 2021 | £667.46 |
| 5540 | HMRC | June 2021 | £935.37 |
| 5541 | Martin Davies | Translation services for May meetings and Annual chairman’s report | £268.20 |
| 5546 | Fenland Leisure Products Ltd | Replacement park equipment | £612.72 |
| 5548 | Donald Barnes & Sons | Wayside seat installation at Blaenau and Llandybie | £477.60 |
| 5551 | hsl compliance | Water hygiene monthly service visits for June 2021 | £221.54 |
| 5552 | J T Services | Public convenience maintenance and two grass cuts at Gorsddu – June 2021 | £920.00 |
| 5553 | Aber Landscapes Ltd | Tree survey reports | £1380.00 |

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- 31.05.21 |
|----------------------------------|---------------------------|--|
| | £ | £ |
| Precept | 180,000 | 60,000 |
| Interest: Lloyds | 150 | 3 |
| Interest: investment accounts | 400 | |
| Rights of way | 3,000 | 3,000 |
| Hire Agreements | 4,700 | |
| | <u>188,250</u> | <u>63,003</u> |

Chair

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| | | |
|--------------------------------------|----------------|----------------|
| Staffing | 45,889 | 7,802 |
| Premises | 17,650 | 4,260 |
| Office Services | 4,750 | 1,895 |
| Member costs | 3,100 | 0 |
| Services and Subscriptions | 10,000 | 1,869 |
| 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 | 155 |
| Rights of way - improvement | | |
| Grass cutting/ litter/ facilities | 28,000 | 160 |
| Park repairs and replacement | 50,000 | 1,959 |
| Public lighting - energy | } | |
| Public lighting - improvement | | 8,500 |
| Community development | 28,000 | 1,704 |
| Public conveniences | 13,000 | 1,708 |
| | <u>236,889</u> | <u>21,512</u> |
| Balance for the year (period) | | 41,491 |
| b/f | | 311,004 |
| c/f | 0 | <u>352,495</u> |

| | |
|----------------------|----------------|
| Cash and investments | 351,628 |
| Debtors | 867 |
| Creditors | 0 |
| | <u>352,495</u> |

The Chair thanked the Clerk for his report.

920.

Internal Control

The internal auditor had recommended that the Council should undertake an annual review of its internal control systems and to consider its outcomes. The Clerk had reviewed the current levels of control and this had been presented to Full Council for comment and amendment if appropriate.

It was **resolved** that the following levels of control were appropriate for Llandybie Community Council.

High Level Controls

Segregation of Duties No individual has sole responsibility for any transaction from authorisation to completion and review. All payments to be confirmed at Full Council monthly.

Budgetary Control Monthly monitoring of budget to continue at monthly Full Council.

Internal Audit Any weaknesses identified at audit to be considered and actioned.
Effectiveness of Internal audit to be reviewed annually.

Payments Electronic banking not in use. Two signatories and Clerk to sign all cheques.
Direct debits to be minuted as per Financial regulations of the Council.

Control Area

Standing Orders and Financial Regulations All Policies reviewed annually at Policy Committee meeting in February and recommended to Full Council for approval.
Estimate, Quote and Tender thresholds reviewed annually.
Purchase Orders produced for suppliers where possible.
Invoices confirmed by the Clerk for accuracy with signature before payment

Income Received No cash received
Cheques paid in and till stamped receipt retained. Limited number of credits received mainly from hire of facilities.
Hire agreement fees to be set at September Finance Committee meeting and recommended for approval to Full Council.
Any bad debt issues reported within one month of default.

Income records Credits (BACS or cheques) to be reconciled to bank statements as part of quarterly cash reconciliation.

| | |
|-------------------------------------|---|
| <i>Authorisation of Expenditure</i> | <p>All orders to be made taking due regard of payment thresholds in the Financial regulations Invoices confirmed by the Clerk for accuracy with signature before payment All payments approved at Full Council. Payments made with the agreement of the Chair during the month to be retrospectively approved All payments to be signed by the Clerk and two of 3 signatories No electronic payments made No cash payments made</p> |
| <i>Wages and Salaries</i> | <p>PAYE records maintained for all employees HMRC deadlines to be met Staff have proper contracts of employment in place Pay reviews undertaken at Finance Committee in November and recommendations made for approval at Full Council. Councillor allowances to be paid via payroll.</p> |
| <i>Assets</i> | <p>Maintain Asset Register - February review Regular inspection of fixed assets to ensure existence, condition and useage Full Council approval required for fixed asset disposal All Deeds / leases held at the Chamber in a locked safe</p> |
| <i>Investments</i> | <p>Investment policy to be set All investments currently held in cash</p> |
| <i>Bank Accounts</i> | <p>Monthly cash reconciliation to be undertaken and reviewed quarterly by a non signatory Formal council approval required to open/close bank accounts Statements to be reviewed as part of cash reconciliaion quarterly review All staff PC's have up to date anti virus/ firewall software installed Clerk has sole online access to the council's bank accounts (view only)</p> |

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No debit or credit card in use

Employees The clerk is the only staff member with responsibility for making payments and has 'view only' status on Internet Banking

921.

Investment Policy

As part of the new internal controls document, it was **resolved** to accept the investment policy which had been drafted and distributed to Members prior to the meeting. This would be the subject of an annual review at February's policy committee meeting.

922.

Request for information from County Councillors on Section 106 agreements

There were none.

923.

Reports on seminars / joint meetings

There were none.

924.

Date of next meeting

Members **resolved** that the next Ordinary meeting of Council be held on the **28th July, 2021.**

925.

As there was no further business to discuss, the Chair declared the meeting closed at 7.20 p.m.