

30<sup>th</sup> March, 2022

**Minutes of the Ordinary Meeting of Llandybie Community Council held at the Council Offices, Llandybie and simultaneously on Microsoft Teams on Wednesday, 30th March, 2022 at 6.30 p.m.**

**Present**

|             |                    |             |                 |
|-------------|--------------------|-------------|-----------------|
| Councillors | P.H. Roberts       | D. Nicholas | E.W. Nicholas   |
|             | R.A Davies         | D Hopkins   | Mrs Ll. Hindley |
|             | Mrs K.D. L. Davies | B. Rees     | A.W Jones       |
|             | Mrs Ll. Latham     | A.J. Evans  | Mrs A. Evans    |

**Apologies**

|             |                 |                 |               |
|-------------|-----------------|-----------------|---------------|
| Councillors | I. Rh. Llewelyn | Mrs S.E. Thomas | Mrs C. Thomas |
|             | Mrs J.E Collins |                 |               |

**1065.**

In the absence of the Chair, Councillor P.H Roberts, Vice Chair of the Council acted as Chair for the meeting.

**1066.**

**DECLARATIONS OF INTEREST**

Councillor D. Nicholas declared an interest in Jam Tybie as a director of Jam Tybie CBC.

Councillor R. A Davies declared an interest as the Secretary and treasurer of Llandybie Tennis club.

Councillor E. W. Nicholas declare an interest as President of Llandybie Tennis club and a Director of Jam Tybie CBC.

**1067.**

**MINUTES**

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 23rd February, 2022

Minutes of the Planning Meeting of Council held on 23rd February, 2022

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.

**1068.**

**MATTERS ARISING FROM THE MINUTES**

Minutes of the Ordinary meeting held on the 23<sup>rd</sup> February, 2022

i) Minute 1052 – St David’s Day Bank Holiday - a response had now been received from UK Government and Welsh Government on this matter. The UK Government states that whilst it appreciates the sentiment behind the request, and recognises the importance of St David’s Day to the people of Wales, the cost to the economy of an

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Chair

additional bank holiday remains considerable. Currently it has no plans to change the well established and accepted arrangements for bank holidays in Wales.

Welsh Government states that this matter is not a devolved matter and that it does not have power to designate bank holidays. The UK Government had previously rejected its request either to make St David's Day a bank holiday or to devolve the power to allow the Senedd and Welsh Government to do so.

Councillors Mrs LL. Latham and D. Hopkins wished to record that they objected to the UK Government's stance on the matter.

## **CORRESPONDENCE**

**1069.**

### **Police reports**

Crime report figures for March 2022 are shown below.

#### Llandybie

Theft 2  
Assault 2  
Threats to Kill 2  
Controlling and Coercive behaviour 1  
Blackmail 1  
Drug Offences 2  
Harassment 2  
Criminal Damage 2  
Malicious Communication 3

#### Saron including Capel Hendre and Penybanc

Theft of motor vehicle 1  
Theft 1  
Assault 4  
Harassment 4  
Criminal Damage 3  
Fraud 1

#### Penygroes

Harassment  
Assault 2  
Criminal Damage 1  
Malicious Communication 1

**1070.**

**Jam Tybie**

A letter had been received from Councillor D. Nicholas requesting financial support for Jam Tybie which will be held on the 4<sup>th</sup> June, 2022. This all day music festival event had not been held since 2019, when it proved to be highly successful, provided a boost to local businesses, and to local charities.

It was **resolved** that a grant of £500 be made to support this year's event.

**1071.**

**GILFACH IAGO**

An update from Carmarthenshire County Council had been received informing Members that they not received payment as yet from Celtic Energy. A financial agreement to secure funds had been drawn up but not signed to date.

Carmarthenshire County Council had not commenced further with the legal proceedings, and will only do this, and finalise the specifics of the scheme once the funds had been received.

**1072.**

**CLERK'S REPORT**

**a) Rights of Way**

**i) Footpath 33/12 at Cwmgwili**

A large fallen tree on FP31/12 at Cwmgwili had completely blocked the footpath during the recent stormy weather. Dynevor Tree Services had satisfactorily cut up and removed the tree at a cost of £250. The invoice had been paid with the agreement of the chair.

**ii) Footpath 51/105 at Bonllwyn**

Fence damage to the rear of two properties backing on to this footpath had been reported to Carmarthenshire County Council as a potential Health and Safety risk for the public using the footpath. Carmarthenshire County Council have impose an emergency closure notice on the route to safeguard the public and have made contact with the housing association responsible for the properties.

**iii) Works on the Public Rights of Way network within the Community Area**

Details of the Council's expenditure on the Public Rights of Way in the Community area had been submitted to the County Council's Countryside Recreation Unit requesting reimbursement of these costs as in previous years.

The total cost of the works was £6230.00 excluding the VAT element which is reclaimed directly by the Council from HMRC.

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A remittance of £3000 for the 2021/2022 financial year had been received from Carmarthenshire County Council.

**b) Parks**

**i) CCTV**

Installation of the CCTV system at Penygroes park had now been satisfactorily completed by Security Solutions Ltd as per the agreed quotation price of £4689.36. Additional known upfront electrical costs of £250 and a single month network data cost of £24.99 for March had increased the invoice to £4964.35 plus VAT.

An invoice for a further 11 month data network feed of £274.89 plus VAT had also been received from Security Solutions to ensure 4G connectivity to the cameras. A full Data Impact Assessment has been completed, a new CCTV policy and a specific CCTV privacy notice drafted and added to the website.

It was **resolved** to pay both invoices.

**ii) Signage**

New and replacement signage requesting that dogs be kept on leads and to refrain from using the sports pitches in the parks had been ordered. An invoice for £330 had been received from Designz of Gwaun Cae Gurwen, and paid with the agreement of the Chair.

**iii) Communication boards for children**

Hywel Dda University Health Board, via their Paediatric Speech and Language Therapy Department had offered free bilingual communication boards to be placed in the parks to help children who find communication difficult. These children often have additional needs and may have a degree of language delay that makes it hard for them to let others know what they are thinking. The boards are 3ft by 2ft and are to be fitted close to the equipment frequented by small children.

It was **resolved** to approve the installation.

**iv) Park equipment and surfacing maintenance identified in February's inspection reports had been actioned by P Bishop at a cost of £400 to include some parts and labour. It was **resolved** to pay the invoice.**

**c) Tree Survey quotations**

Five contractors had been asked to provide quotations for tree surveys, two had responded with a quotation and another had indicated that work and family commitments would preclude him from quoting. Two had not responded.

It was **resolved** to award the contract to Tree Consultants Wales of Haverfordwest at a cost of £1200 per annum plus VAT for a two year period.

**d) Clerk's laptop**

The Clerk had previously reported in December 2020 that the Council laptop was in need of replacement and it had been **resolved** at Full Council (Minute 806(h)) that a replacement laptop should be costed. Small improvements had been evidenced with its performance following a diagnostic test but more recently it had been less than satisfactory. The Clerk had spoken to the Chair who had agreed that a replacement laptop should now be purchased.

Three quotations had been obtained and a new laptop had been purchased from Morgan and Morgan, and arrangements made for a full data transfer from the old laptop made. An invoice for £574.80 had been received and paid with the agreement of the Chair.

It was **resolved** to retrospectively approve the purchase.

**e) Independent Remuneration Panel for Wales - Annual report 2022/23**

Llandybie Community Council will continue at Band A for 2022/23 reflecting this year's income and expenditure being above the £200k threshold.

The determinations of the IPRW specifically relating to Llandybie Community Council are as follows :-

Determination 43 – It must provide a payment towards necessary costs for the care of dependent children and adults for personal assistance needs subject to conditions stated in the determination.

Determination 44 – It must make available a payment to each of their members of £150 per year as a contribution to costs and expenses. As the payment is mandatory, it must be paid to each councillor unless the individual councillor makes a personal decision to forgo part or all of the entitlement.

Determination 45 – It must make available an annual payment of £500 to a minimum of 1 and a maximum of 7 members in recognition of specific responsibilities. Llandybie Community Council has previously made this available to the Chair and Vice Chair unless the individual councillor makes a personal decision to forgo part or all of the entitlement.

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It was **resolved** to continue to offer the Chair and Vice Chair the payment of £500.

Determination 46-48 recognise that reimbursement of travel costs, subsistence costs, compensation for financial loss for attending meetings, and reimbursement of the costs of care and personal assistance be made available should an appropriate claim be made. These are optional and it was **resolved** that the payments should be offered if any Councillor wishes to claim.

Determination 49 recognises that each Council can decide to introduce an attendance allowance not exceeding £ 30 per event. This is optional and will be discussed further at a future meeting.

Determination 50 and 51 – the Council can provide a payment to the Chair of Council up to a maximum of £1500, and to the Vice Chair of up to £500.

The Chairman's Allowance has previously been maintained annually at £300. Following guidance at a recent Clerk's meeting the Chairman's account had been closed with a transfer of £23.60 to main Council account. In future, it was **resolved** that all payments requested by the Chair will be made through the main Council bank account subject to an annual limit of £300.

**f) One Voice Wales – renewal of membership 2022/2023**

Membership renewal of this association is due on the 1st April 2022 and the Clerk had received a renewal invoice for £1891. The fee is based on 5255 dwellings (taken from the Valuation List) at £0.36p per dwelling. With ever increasing responsibilities being devolved to Community Councils, the Clerk had sought guidance on a number of issues during the year and the regular updates on matters relating to local issues, legal and financial requirements and training were a very valuable resource.

It was **resolved** that membership of One Voice Wales should continue for the next 12 months.

**g) Insurance renewal – due 1<sup>st</sup> April 2022**

The Clerk had received a renewal quotation from Pen Underwriting Limited at £2406.38 inclusive of Insurance Premium Tax and administration fee. The invoice had been paid with the agreement of the Chair.

In 2021, the Council chose to set up a 3 year binding agreement Limited with Pen Underwriting to ensure rate stability, with an expiry date of 31/3/2024.

The insurers recommend that prior to renewal in April 2023, the rebuilding costs of

both pavilions and public conveniences are reviewed due to increase building costs now prevalent in the UK.

**h) Council Election 2022**

Councillors had been sent details of the procedures necessary for the forthcoming Community Council elections in May 2022 should they wish to be considered for re-election. A stock of nomination forms were available with the Clerk for members of the public and a link had been added to the Council website.

**i) Pay Scales**

The Society of Local Councils had eventually published the new pay scales for staff for 2021/2022 during March 2022 – 12 months after they should have been implemented. Salary increases had been processed reflecting 12 months underpayment.

**j) Freedom of Information request**

Correspondence had been received from a local resident in relation to the declaration of freemasonry membership as a personal interest when dealing with council related matters. A response had been sent informing the resident that all Llandybie Community Councillors abide by the Model Code of Conduct with paragraph 10(2)(ix)(ee) specifically stating that if a councillor has a personal interest in council related business of a private club, society or association of which he is a member, a Declaration of Interest should be signed.

There had been no Declarations of Interest signed during this council term relating to any freemasonry interests.

**k) Wayside seat at Heol Ddu**

The Clerk had been asked to replace a seat at the junction of Mountain Road and Heol Ddu Road which had not been replaced previously. The concrete base is already in place and it was **resolved** that the clerk should obtain costs for a new bench to be positioned there.

**l) Saron Square**

The annual invoice for the shrub bed maintenance at Saron square had been received from Wrenvale Nurseries and Landscapes for £360 plus VAT. It was **resolved** to pay the invoice.

**m) Public conveniences**

The Clerk had agreed that J T Services arrange for the replacement of a toilet seat at Penygroes and to change a broken tap in the disabled toilet at Llandybie, which had caused a small flood in the toilets overnight. The cost of £132 to include parts and labour had been added to the normal contractor's monthly maintenance contract invoice. It was **resolved** that the invoice should be paid.

**n) Community Development 2022/2023**

Following the 5 yearly Electrical Installation Contractor’s Report, it had already been agreed that a budget of £4k should be allocated for the improvements required to the floodlights at Llandybie tennis courts. The Clerk had obtained 3 quotations and it was **resolved** that the contract should be awarded to Celsius Installations and Services Ltd of Penygroes at a cost £2715 plus VAT.

**o) Public Lighting maintenance and energy costs**

An invoice for £3743.91 plus VAT had been received from Carmarthenshire Council for the period 1/4/21 to 31/3/22.

Previous annual charges have been :-

|         |          |
|---------|----------|
| 2017/18 | £7516.20 |
| 2018/19 | £7877.40 |
| 2019/20 | £5423.76 |
| 2020/21 | £5069.16 |

The lower charge for the last three years reflect the change to LED lamps for all Community Council lamps. It was **resolved** to pay the invoice

**p) LED street lighting**

An invoice for £14595 plus VAT from Carmarthenshire County Council had been received for the replacement of 105 Community Council lanterns to LED. This project had been undertaken in 2019/2020 with an agreed payment in this financial year. It was **resolved** that payment should be made.

**1073.**

**FINANCIAL MATTERS**

**(i) Payment of accounts**

The following invoices had been received in March 2022 and been paid after discussion with the Chair.

|      |                        |   |         |
|------|------------------------|---|---------|
| 5783 | Newhall Janitorial Ltd | Cleaning materials for public conveniences        | £167.56 |
| 5784 | Designz                | New and replacement park signage                  | £330.00 |
| 5786 | R Gleaves              | Wayside seat removal and replacement installation | £250.00 |
| 5789 | EDF                    | Capel Hendre park – Feb 2022                      | £12.92  |
| 5790 | EDF                    | Llandybie bowls shed -Feb 2022                    | £21.37  |
| 5791 | EDF                    | Llandybie MUGA – Feb 2022                         | £12.92  |

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Chair



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|      |                       |   |          |
|------|-----------------------|---|----------|
| 5792 | EDF                   | Llandybie pavilion – Feb 2022                               | £26.52   |
| 5793 | EDF                   | Saron pavilion – Feb 2022                                   | £109.18  |
| 5795 | Pen Underwriting Ltd  | Annual insurance renewal 1/4/22-31/3/23                     | £2406.38 |
| 5801 | Dynevor Tree Services | Cut up and remove large fallen tree on FP 33/12 at Cwmgwili | £250.00  |
| 5802 | EDF                   | Penygroes park – Feb 2022                                   | £12.46   |
| 5804 | Morgan and Morgan     | New laptop for the Clerk                                    | £574.80  |

The following invoiced had also been received :-

|      |                                 |  |          |
|------|---------------------------------|--|----------|
| 5785 | JEMS Environmental Ltd          | Water hygiene- February 2022   | £281.26  |
| 5787 | Morgan and Morgan               | Annual email hosting fee   | £88.80   |
| 5788 | Martin Davies                   | Translation of Minutes   | £129.05  |
| 5794 | One Voice Wales                 | Annual renewal 2022/2023   | £1891.00 |
| 5796 | S Griffith                      | Salary for March 2022, use of home as office allowance and agreed pay settlement.    | £3453.94 |
| 5797 | R Thomas                        | Salary for March 2022, use of home as office allowance, and agreed pay settlement    | £773.09  |
| 5798 | HMRC                            | March 2022   | £1684.86 |
| 5799 | Security Solutions              | Installation of CCTV at Penygroes park   | £5957.22 |
| 5800 | Newhall Janitorial Ltd          | Cleaning materials for public conveniences   | £71.52   |
| 5803 | Security Solutions              | CCTV 4G connectivity April 2022 - Feb 2023   | £329.87  |
| 5805 | R Thomas                        | Expenses from 1/10/21- 31/3/22 inc travel , postages and ink                         | £148.41  |
| 5806 | S Griffith                      | Expenses from 1/10/21- 31/3/22 inc travel , postages and broadband                   | £438.82  |
| 5807 | SSE Swalec                      | Electricity at Penygroes public conveniences 25/12/21 to 16/3/22                     | £38.90   |
| 5808 | Wrenvale Nurseries & Landscapes | Annual maintenance of shrub beds at Saron square                                     | £432.00  |
| 5809 | J T Services                    | Opening and closing public conveniences, plus supply and fit new toilet seat and tap | £1063.00 |
| 5810 | P Bishop                        | Maintenance on park equipment  | £400.00  |
| 5811 | Carmarthenshire County Council  | Footway lighting charges Apr 21 to Mch 22 including maintenance and energy costs     | £4492.69 |

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Chair

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|      |                                   |  |           |
|------|-----------------------------------|--|-----------|
| 5812 | EDF                               | Capel Hendre park – March 2022                           | £12.46    |
| 5813 | EDF                               | Llandybie MUGA – March 2022                              | £12.46    |
| 5814 | EDF                               | Llandybie pavilion – March 2022                          | £27.89    |
| 5815 | EDF                               | Saron pavilion – March2022                               | £15.59    |
| 5816 | Carmarthenshire<br>County Council | Replacement LED bulbs for street<br>lighting             | £17514.00 |
| 5817 | Hefin Jones                       | Translation facilities at Ordinary<br>meeting on 30/3/22 | £85.00    |
| 5818 | Jam Tybie CBC                     | Grant  | £500.00   |
| 5819 | Streetmaster Uk<br>Ltd            | Shortfall on chq no 005760                               | £0.20     |

Cheque 5819 represents a shortfall for cheque no 5760 debited to bank account 20p short.

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

**(ii) Monthly monitoring of the budget - April 1/4/21 to 28/02/22**

| <b>2020/21</b>  |                   |                               |  |
|-----------------|-------------------|-------------------------------|--|
| <b>Estimate</b> | <b>Actual YTD</b> |                               |  |
| <b>£</b>        | <b>£</b>          |                               |  |
| 180,000         | 180,000           | Precept                       |  |
| 150             | 18                | Interest: Lloyds              |  |
| 400             | 201               | Interest: investment accounts |  |
| 3000            | 3,000             | Rights of way                 |  |
|                 | 13,274            | Section 106                   |  |
| 4700            | 2,350             | Hire Agreements               |  |
|                 | 1,776             | Rates refund                  |  |
| 188,250         | 200,619           |                               |  |
| <hr/>           |                   |                               |  |
| 45,889          | 46,159            | Staffing                      |  |
| 17,650          | 10,437            | Premises                      |  |
| 4,750           | 3,032             | Office Services               |  |
| 3,100           | 270               | Member costs                  |  |
| 10,000          | 4,126             | Services and Subscriptions    |  |
|                 | 9,130             | Section 137                   |  |
|                 |                   | Payments under other          |  |
| 18,000          | 0                 | powers                        |  |

Chair

30<sup>th</sup> March, 2022

|                |                |                                   |
|----------------|----------------|-----------------------------------|
|                | 850            | Public open spaces                |
|                | 4,350          | Village halls                     |
|                | 4,100          | Burial grounds                    |
| }              | 6,230          | Rights of way - maintenance       |
|                |                |                                   |
| 10,000         | 0              | Rights of way - improvement       |
| 28,000         | 26,438         | Grass cutting/ litter/ facilities |
| 50,000         | 35,688         | Park repairs and replacement      |
| }              | 0              | Public lighting - energy          |
|                |                | Public lighting -                 |
| 8,500          | 0              | improvement                       |
| 28,000         | 5,524          | Community development             |
|                |                | Public                            |
| 13,000         | 10,015         | conveniences                      |
| <u>236,889</u> | <u>129,833</u> |                                   |
|                |                |                                   |
|                |                | <b>Balance for the year</b>       |
|                | <b>34,270</b>  | <b>(period)</b>                   |
|                | 311,004        | b/f                               |
| <u>0</u>       | <u>345,274</u> | c/f                               |
|                |                |                                   |
|                |                | Cash and                          |
|                | 339,200        | investments                       |
|                | 6,074          | Debtors                           |
|                | 0              | Creditors                         |
|                |                |                                   |
|                | <u>345,274</u> |                                   |

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

The Chair thanked the Clerk for his report.

**1074.**

#### **Report on Section 106 funds**

There were none.

**1075.**

#### **Request on Seminars / Joint meetings**

There were none.

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**1076.**

**Date of next meeting**

Members **resolved** that the next Ordinary meeting of Council be held on the 27th April, 2022.

**1077.**

As there was no further business to discuss, the Chair declared the meeting closed at 7.25 p.m.