

27<sup>th</sup> April, 2022

**Minutes of the Ordinary Meeting of Llandybie Community Council held at the Council Offices, Llandybie and simultaneously on Microsoft Teams on Wednesday, 27th April, 2022 at 6.30 p.m.**

**Present**

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

**Apologies**

Councillors	D Hopkins	A.J. Evans	Mrs J.E. Collins
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**1080.**

**DECLARATIONS OF INTEREST**

There were none.

**1081.**

**MINUTES**

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 30<sup>th</sup> March , 2022

Minutes of the Planning Meeting of Council held on 30<sup>th</sup> March, 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.

**1082.**

**MATTERS ARISING FROM THE MINUTES**

Minutes of the Ordinary meeting held on the 30<sup>th</sup> March, 2022

i) Minute 1072(j) - Freedom of Information request – Councillor Mrs S.E. Thomas objected to the non inclusion of the name of the person requesting the FOI. The Clerk informed Members that this was due to GDPR requirements.

**CORRESPONDENCE**

**1083.**

**Police reports**

No crime report figures had been received for April 2022.

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Chair

**1084.**

**The Mid and West Wales Fire and Rescue Authority**

The Mid and West Wales Fire and Rescue Authority Strategic Plan 2022-2027 and Annual Business Improvement Plan 2022/2023 had been published. It was **resolved** to note the item of correspondence.

**1085.**

**Tree Preservation Order**

A formal notice had been received from Carmarthenshire County Council informing Members that a Tree Preservation Order had been made on 3 Oak Trees to the rear of 30-34 Pentregwenlais Road, Llandybie. The order is provisional and will continue in force on this basis for a period of 6 months or until the order is confirmed by the Council. Any observations needs to be submitted to the County Council by the 5<sup>th</sup> of May, 2022.

**1086.**

**GILFACH IAGO**

There had been no further update received from Carmarthenshire County Council.

**1087.**

**CLERK'S REPORT**

**) Rights of Way**

**i) Footpath 51/18 at Saron**

This footpath had never been on the Community Council annual maintenance contract but had recently become difficult to negotiate due to fallen trees and low hanging branches blocking the path. Dynevor Tree Services had been asked to clear the path and to remove all obstacles to allow easier passage for walkers. The work had been satisfactorily completed at a cost of £420 and paid with the agreement of the Chair.

**(ii) Annual maintenance contracts – Rights of Way network**

Five contractors had been asked to tender but only two had been returned. The tenders had been opened by the Clerk, Administration Officer and Chair on the 20<sup>th</sup> April, 2022. All nine contracts had been awarded to Dynevor Tree Services at a total cost of £3285 excluding VAT. There were no corrections for the tenders received and the accepted contractor had been duly notified so that the work could commence as soon as possible.

It was **resolved** to approve the award of the contracts.

**b) Bonllwyn Park**

The replacement of two items of equipment and resurfacing of the substandard wet pour had been agreed as a Community Development project for 2022/2023. Bonllwyn park had been recently classed as medium risk due to the poor standard of wet pour surfacing and rot in the toddler play unit. The Clerk had asked for three quotations and it was **resolved** that the contract be awarded to Sunshine Playgrounds Ltd for £19999.99 plus VAT.

**c) Payroll renewal software**

Annual renewal of the licence agreement for the use of Brightpay as the Council's payroll system has been made with the agreement of the Chair. The invoice of £169 plus VAT has been paid.

**d) Equipment for Hybrid meetings**

A new Polycom Studio audio/video soundbar and router had been purchased from Comcen Computer Supplies Ltd at a cost of £725 plus VAT to allow the Council to comply with The Local Government and Elections (Wales) Act 2021, which states that it must take reasonable steps to allow meetings to be held from multiple locations. The purchase had been made following a number of test sessions and site visits with the vendors, and agreed following a discussion with the Chair. The facilities had been made available for the last Full Council and had worked well with positive feedback from the Members present.

The equipment requires a WIFI connection via the router and the Clerk had arranged a new 18 month Vodafone sim only contract at £20 per month, following an initial payment of £27.74 to cover part of March 2022. The contract could not be taken out in the Council's name as it required a debit card facility to set up the contract and so it will operate in the Clerk's name with a reimbursement claim submitted for repayment. The contract, is transferable, should the Clerk leave office.

It was **resolved** to approve the purchase and new contract arrangement.

**e) Retail, Leisure and Hospitality Rates Relief scheme 2022/2023**

A 50% rate relief discount on the rates due for the Llandybie Bowls and Tennis pavilion had been successfully applied for the financial year 2022/2023. This will reduce the amount due to £1043.25.

**f) Bench at Heol Ddu**

Three quotations for a street tough finish pedestal bench and fixings had been obtained and the order placed with Streetmaster UK Ltd of Ystradgynlais at a cost of £326.34 plus carriage and VAT. The Clerk will arrange for a local contractor to securely fix the bench to the concrete base.

**g) Microsoft Outlook 365**

Annual subscription for 21 council users had been received from Morgan and Morgan for £1134.00 plus VAT. It was **resolved** to pay the item.

**h) Grass cutting at Gorsddu**

The Clerk had asked J T Services to continue with the grass cutting of this area of land for the months of April to October at a cost of £40 per cut. It was **resolved** to approve the contract.

**1088.****FINANCIAL MATTERS****(i) Payment of accounts**

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

5821	Thesaurus Software Ltd	Renewal of annual Brightpay payroll licence for 2022/2023	£202.80
5824	EDF	Penygroes park – March 2022	14.48
5829	EDF	Llandybie Bowls shed – March 2022	£23.68
5831	Information Commissioner	Annual data protection fee	£40.00
5836	Dynevor Tree Services	FP 51/18 at Saron – clearance of fallen trees and low hanging branches	£420.00

The following invoiced had also been received :-

5822	Carmarthenshire County Council	Rates of Office and Chamber 2022/2023	£1926.00
5823	JEMS Environmental Ltd	Water hygiene- March 2022	£281.26
5825	Comcen Computer Supplies Ltd	Audio/ video soundbar and router	£870.00
5826	S Griffith	Salary for April 2022 and use of home as office allowance	£2366.37
5827	R Thomas	Salary for April 2022 and use of home as office allowance	£676.31
5828	HMRC	April 2022	£1051.00
5830	Martin Davies	Translation of Minutes	£184.65
5832	Smiths of Derby	Annual service of Cilyrychen clock	£291.60
5833	Morgan and Morgan	Stationery	£169.69
5834	Morgan and Morgan	Stationery	£23.46
5835	Carmarthenshire County Council	Rates of Llandybie Bowls and tennis pavilion 2022/2023	£1043.25

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 Chair

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5837	Martin Davies	Translation of Chairman's remarks for annual report 2021/2022	£32.35
5838	J T Services	Opening and closing public conveniences for April 2022, and two cuts of grass at Gorsddu	£980.00
5839	BT 15//4/22 – 14/7/22	Clerk's telephone bill	£139.69
5840	Morgan and Morgan	Annual Outlook 365 subscription 17/4/22- 16/4/23	£1360.80

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 31/3/22**

<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
<u>188,250</u>	<u>200,619</u>	
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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
} 18,000	9,130	Section 137
	0	Payments under other powers
	850	Public open spaces
	4,350	Village halls
}	4,100	Burial grounds
	6,230	Rights of way - maintenance

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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
	0	Public lighting - improvement
8,500	0	
28,000	5,524	Community development
13,000	10,015	Public conveniences
<u>236,889</u>	<u>129,833</u>	
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	<b>34,270</b>	<b>Balance for the year (period)</b>
	311,004	b/f
<u>0</u>	<u>345,274</u>	c/f
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	339,200	Cash and 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.

**(iii) Cash reconciliation for March 2022**

Councillor D. Nicholas had undertaken a full and satisfactory review of the Cash Book on the 4th April, 2022. There had been no issues to report.

**(iv) To approve the financial report for 2021--22**

The Clerk distributed copies of the financial report for the year ending 31st March 2022 which would be presented to the Internal Auditor.

The Chair invited questions or comments on the report. There were none.

The Chair thanked the Clerk for his report.

**1089.**

**Chairman's Annual Report 2020/2021**

Councillor I. Rh. Llewelyn delivered his annual report for 2020/2021. He referred the Members to his written report which would now be published on the Councils' website.

The Chair referred to the excellent work carried out by the Council during his term of office and thanked his fellow Councillors for their support, and the Clerk for continuing to undertake his administrative duties in a professional manner.

Councillor Mrs C Thomas asked what type of herbicides were being used by Carmarthenshire County Council in the control of hedgerows and general maintenance. It was **resolved** that the Clerk should write to CCC to establish the details.

The Clerk was also to establish how the number of ward councillors was determined and whose decision it was to amend numbers based on population changes.

It was **resolved** to formally accept the annual report of the Chairman for 2020/2021, following the addition of two previous Members names who had been Councillors for part of the year.

The Chair also thanked Councillors Mrs Ll. Hindley, B Rees, Mrs Ll. Latham and C.J Harris who had decided not to seek re-election in the forthcoming Community Council elections.

**1090.**

**Report on Section 106 funds**

There were none.

**1091.**

**Request on Seminars / Joint meetings**

The Clerk had attended the quarterly SLCC West Wales meeting virtually on the 26<sup>th</sup> April.

**1092.**

**Date of next meeting**

Members **resolved** that the next Ordinary meeting of Council be held on the 18<sup>th</sup> May, 2022 which was earlier in the month than normal due to legislation requiring the first meeting of the new Council had to be held within 14 days of the election.

The Ordinary meeting would follow the Statutory meeting of the Council to be held on the same evening at 6.30pm.

**1093.**

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

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Chair