

29th June, 2022

Minutes of the Ordinary Meeting of Llandybie Community Council held at the Council offices, High Street, Llandybie and on online via Zoom on Wednesday, 29th June 2022 at 6.30 p.m.

Present

Councillors	P.H. Roberts	Mrs A.J Evans	Mrs K.D.L. Davies
	Mrs S.E Thomas	Mrs C. Thomas	G J. Davies
	S. Roberts	A. W. Jones	R.W. Barnes
	D. Nicholas	Mrs H.S. Bjork	D. Thomas
	J.W. Tandy		

Apologies

Councillors	R.A. Davies	I. Rh. Llewelyn	D. Hopkins
	D. Jones		

27.

Declarations of interest

Councillor J.W Tandy declared an interest in the co-option of a Member in Saron ward as the husband of a candidate.

28.

MINUTES

The minutes of the following meetings as circulated were considered:

Minutes of the Statutory Meeting of Council held on 18th May, 2022.
Minutes of the Ordinary Meeting of Council held on 18th May, 2022.
Minutes of the Planning Committee Meeting held on the 18th May, 2022
Minutes of the Policy Committee Meeting held on the 6th June, 2022

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.

29.

MATTERS ARISING FROM THE MINUTES

i) Minutes arising from the Statutory meeting on the 18th May, 2022

a) Minute 5) – Appointment of committees

As the Chair and Vice Chair are Members of all committees, it was **resolved** that the Councillors listed below have been added to the following committees :-

Finance : Councillor D. Jones - Saron ward
Planning : Councillor D. Thomas - Penygroes ward
Rights of Way : Councillor D. Thomas – Penygroes ward
Policy: Councillor Mrs S.E. Thomas – Penygroes ward

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It was further **resolved** to leave vacant the Community Development, Rights of Way and Raise the profile of the Council committee member for Saron until the next meeting so that the newly co-opted member could be considered.

ii) Minutes arising from the Ordinary meeting on the 18th June, 2022

a) Minute 1089 and 12(a) - Chairman's Annual report 2021/2022 – Herbicides – The Clerk had chased Ainsley Williams, Director for the Environment at Carmarthenshire County Council for a response but nothing had been received to date.

b) Minute 14(6) – Translation facilities – The Clerk had proceeded with using Zoom as the preferred option to help with translation at council meetings. Translation facilities could now be made available for attendees at the meeting or virtually.

30.

PUBLIC PARTICIPATION

There were none.

CORRESPONDENCE

31.

Police Crime reports

The following crimes had been registered during May and June 2022 :-

Llandybie

	MAY	JUNE
Burglary	1	1
Criminal Damage	1	4
Assault	2	3
Drug related offences		1
Stalking	1	
Harassment	3	3
Malicious communications	1	
Theft	1	
Shoplifting	1	

Saron inc Capel Hendre and Penybanc

	MAY	JUNE
Burglary		2
Theft	1	1
Criminal Damage	1	1
Assault	6	4
Assault Police	1	
Malicious communications		1
Drug related offences		1

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Harassment	3	3
Taking vehicle without consent	1	
Domestic related incidents	2	1
Affray	1	
Others	1	1

Penygroes

	MAY	JUNE
Threats to Kill		1
Criminal Damage	1	
Assault	3	1
Drug related offences	2	
Harassment	1	
Blackmail	1	

32.**Llandybie park**

County Councillor D. Nicholas had forwarded on a letter of complaint to the Clerk from a local resident who was concerned that the children's play area was too small for the range of age groups using the play equipment. Additionally, the lack of facilities in the Multi Use Games Area was also highlighted as a concern. A discussion took place on the type of facilities available across the area including the need to involve the public in establishing in what was needed for the children of the area. It was **resolved** that the Parks and Play Area committee be tasked with reporting back with ideas at a future meeting.

33.**The Good Councillor's guide**

This very comprehensive document had been updated by Welsh Government for Community and Town Councillors. It was **resolved** to note the contents of the document and viewed as a good reference tool for councillors.

34.**Penygroes Community Events Committee**

A letter had been received from Ewan Chappell to request that a new community events group which had been recently formed could use the rugby field at the park on August 27th, 2022 for a summer event. The proposed event could include live music, small stalls, inflatables and some fair rides, but has yet to be finalised. It was **resolved** that permission to use the park should be given providing certain criteria are met which the clerk would provide to the committee.

35.

CLERK'S REPORT

1) Rights of Way

i) Footpath 51/22 at Saron had been reopened by Dynevor Tree Services at the request of CCC. An invoice for clearing dense undergrowth and fallen trees had been received for £600 and paid with the agreement of the Chair.

ii). New maps showing the footpath network for new councillors had been purchased from Harcourt Print of Swansea at a cost of £275 plus VAT.

iii). The Clerk had been notified by County Councillor P. Cooper of Saron that a lady had fallen on FP 51/23 due to the uneven surface of the path. He had reported to the issue to the Countryside Access team at CCC who had agreed to look at the area concerned.

iv). It had been reported that a wooden fence had fallen on to FP 51/123 which also acts as Bridleway. The Clerk had reported the issue to the Countryside Access team at CCC who had agreed to remove the obstacle.

2) Parks

i) Tree Surveys

Three quotes had been obtained for the residual work for the removal of trees at Derwydd and Cwmgwili parks. The contract had been awarded to Carmarthenshire Tree Surgery of Llandybie who had quoted a price of £800 for the clearance. The work had been completed satisfactorily and the invoice presented for payment.

It was **resolved** to pay the invoice.

ii) Path at Llandybie park

The path around the bowling green and leading to the tennis courts had been cleaned by COE Jet Wash Services of Llandybie to clear moss which had become increasingly dangerous to walk on during wet weather. The work had been satisfactorily completed and the invoice of £400 had been paid with the agreement of the Chair.

iii) Wild flowers at Penygroes park

An invoice for £240 plus VAT had been received from Wrenvale Nurseries and Landscapes for the annual sewing of wild flowers at the park and paid with the agreement of the chair.

iv) Surfacing damage at Llandybie park

A 30 cm square patched area of mulch surfacing had been cut away revealing a very sharp edge from a previous item of equipment. The damaged surface and especially the sharp edges represented a serious risk issue under Health and Safety and the Clerk had arranged for a local contractor to remove the sharp edged pole and purchased a mulch repair kit to make good the damage. The repair kit had been purchased from Online Playgrounds Ltd at a cost of £72 plus VAT.

The incident had been reported to Dyfed Powys Police.

v) Cleaning of park equipment and moss removal

Recent park inspections had identified dirty park equipment and moss on the wet pour surfaces which needed to be removed. The mossy surfaces created a risk issue for park users when wet. The parks had now become busier due to the lighter nights and better weather, and it had been agreed with the Chair that the work should be commenced quickly to remove any Health and Safety concerns. A schedule of the work had been presented to the councillors.

Three quotes had been obtained from local contractors and the contract awarded to COE Jet Wash Services of Llandybie at a cost of £1395.50. The invoice had been received and paid with the agreement of the Chair.

3) Heart of Wales Line Travellers Association

Annual membership renewal for this organisation had been received at a cost of £18.

It was **resolved** to renew the annual membership.

4) Binding of 2021/2022 Council Minutes

F C Bookbinder had been asked to bind the annual Minutes at a cost of £145.

5) Chairman's Board at the Chamber

Paul Coates had attended the Chamber to update the Chairman's board at a cost of £30.

6) Bench at Heol Ddu

The new bench had been positioned by R Gleaves of Bonllwyn at cost of £40.

7) Annual servicing of Fire Extinguishers

The Annual service of the fire extinguishers at both pavilions and at the council offices had been undertaken by Uniserve Wales Fire Protection Ltd of Llandybie at a cost of £127.50 plus VAT.

36.

GILFACH IAGO

A letter had been received from Stephen Murphy, Senior solicitor at CCC informing Members that negotiations are still ongoing with Celtic Energy's solicitors and that he was hopeful of confirming sign off soon.

37.

COUNCIL TRAINING PLAN

Members were asked to consider a new training plan for the Council.

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. This is the council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from May 2022. The council has a dedicated team of experienced and qualified staff. Consequently the council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office.

Notwithstanding this, there are core areas to address to ensure the council has sufficient skills and understanding. These are:

Basic induction for councillors;
The Code of Conduct for members of local authorities in Wales;
Financial Management and Governance

It was **resolved** to approve the publication of the training plan having identified its initial requirements to take the council forward following the local government ordinary elections on 5th of May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over

Chair

the next five years and leading up to the next set of local government ordinary elections planned for May 2027. All training costs will be paid for by the Council.

The 2022/2023 training plan is available on the Council website.

38.

CO-OPTION OF NEW MEMBER - SARON WARD

Councillor J.W Tandy left the room as he declared a personal and prejudicial interest in the matter as the husband of one of the applicants.

The Clerk had received two applications for consideration. Both applications were discussed and a vote taken.

Mrs Carol Tandy – 1 vote
Miss Gwenllian Harries – 9 votes
One abstention

It was **resolved** that Miss Gwenllian Harries be appointed as a Co-opted member for Saron ward and that the Clerk should write formally to invite her to the next Full Council and obtain the Declaration of Acceptance of Office

39.

FINANCIAL MATTERS

(i) Payment of accounts

The Clerk reported that the following accounts had been paid since the last meeting with the agreement of the Chair:

5858	Llandybie Church Hall	Rent of Office and Chamber 1/6/22 – 30/11/22	£650.00
5859	J T Services	Public convenience contract for May 2022 and two cuts of grass at Gorsddu	£1010.00
5860	Martin Davies	Translation of minutes	£166.30
5861	COE Jet Wash Services	Moss clearance of bowling green surround paths	£400.00
5862	Dynevor Trees Services	Clearance of extensive vegetation on FP 51/22 at Saron	£600.00
5863	SSE Swalec	Electricity at Llandybie public conveniences 11/1/22- 25/5/22	£82.03
5864	D J Electrical Ltd	Replacement cheque for 005778 – lost in post	£288.00
5865	EDF	Penygroes park – May 2022	£13.59
5866	EDF	Llandybie MUGA – May 2022	£11.13

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5867	EDF	Saron pavilion – May 2022	£17.85
5868	EDF	Llandybie pavilion – May 2022	£50.21
5869	EDF	Llandybie Bowls shed – May 2022	£19.38
5870	EDF	Capel Hendre park – May 2022	£11.13
5871	Welsh Water	Saron pavilion 2/12/21- 26/5/22	179.13
5872	Harcourt colour print	Council area footpath and RoW maps	£330.00
5873	SSE Swalec	Electricity at Office and Chamber – 14/1/22 – 30/5/22	£75.50
5874	Wrenvale Nurseries and Landscapes	Wild flowers at Penygroes park	£288.00
5875	S Griffith	Salary for June 2022 and use of home as office allowance	£2366.37
5876	R Thomas	Salary for June 2022 and use of home as office allowance	£676.31
5877	HMRC	June 2022	£1051.00
5878	Martin Davies	Shortfall in cheque no 00005845	£1.00
5879	Martin Davies	Translation of Policy meeting minutes	£19.40
5880	Online Playgrounds	Mulch repair kit and resin	£100.40
5882	P Bishop	Parks maintenance	£350.00
5883	F C Bookbinder	Binding of 2021/2022 minutes	£145.00
5884	Welsh Water	Penygroes public conveniences 3/12/21- 14/6/22	£146.64
5885	COE Jet Wash Services	Cleaning of moss surfaces and park equipment	£1395.50
5889	SSE Swalec	Electricity at Penygroes public conveniences Elect17/3/22-15/6	£38.90
5892	R Gleaves	Installation of bench at Heol Ddu	£40.00

The following invoices and payment requests had also been received:

5881	HOWLTA	Annual membership renewal	£18.00
5886	J T Services	Public convenience contract for June 2022 and two cuts of grass at Gorsddu	£980.00
5887	Streetmaster (South Wales) Ltd	Bench for Heol Ddu / Mountain Road junction	£454.01
5888	Carmarthenshire Tree Surgery	Residual work from Tree Surveys	£800.00
5890	Paul Coates	Chairman’s board update	£30.00
5891	Uniserve Wales Fire Protection Ltd	Annual service fire extinguishers	£153.00

Chair

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

**(ii) Monthly monitoring of the budget - Llandybie Community Council
2022/2023**

	Budget 2022-23 £	Income and expenditure 01.04.22- 31.05.22 £
Precept	180,000	60,000
Interest: Lloyds	25	3
Interest: investment accounts	250	
Rights of way	3,000	
Hire Agreements	4,700	4700
	<u>187,975</u>	<u>64,703</u>
Staffing	48,858	8,187
Premises	16,950	4,766
Office Services	4,800	2,189
Member costs	3,300	650
Services and Subscriptions	7,350	530
Section 137		0
Payments under other powers		0
Public open spaces	} 18,000	0
Village halls		0
Burial grounds		0
Rights of way - maintenance		} 1,075
Rights of way - improvement	10,000	0
Grass cutting/ litter/ facilities	28,000	160
Park repairs and replacement	30,000	1,600
Public lighting - energy		}
Public lighting - improvement	6,000	0
Community development	63,000	3,880
Public conveniences	12,000	1,830
	<u>248,258</u>	<u>24,867</u>
Balance for the year (period)		39,836
b/f		309,286
c/f	0	<u>349,122</u>

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Cash and investments	347,501
Debtors	1,621
Creditors	0
	<hr/>
	349,122
	<hr/>

Councillor Mrs A.J Evans recommended that the Council should consider donating funds to Ammanford Food Bank to help with the current cost of living crisis. It was **resolved** that a payment of £1000 should be sent.

The Chair thanked the Clerk for his report.

(iii) Annual review of the Council's Internal Control document

The Clerk ran through the contents of the document which had remained unchanged from 2021. It was **resolved** to approve the document.

40.

Request for information from County Councillors on Section 106 agreements

There were none.

41.

Reports on seminars / joint meetings

Some councillors had attended the training courses for Code of Conduct and New Councillor Induction.

42.

Date of next meeting

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

43.

As there was no further business to discuss, the Chair declared the meeting closed at 7.45 p.m.

Chair