

DRAFT MINUTES of the Ordinary Meeting of Llandybie Community Council held at the Council offices, High Street, Llandybie and online via Zoom on Wednesday, 27th of March, 2024 at 6.30 p.m.

Present

Councillors	Cllr R.A. Davies	Cllr C. R. Thomas	Cllr H. Davies
	Cllr D. W. Hopkins	Cllr I. Rh Llewelyn	Cllr A.J. Evans
	Cllr R. Barnes	Cllr S. Roberts	Cllr J. Tandy
	Cllr P.H. Roberts	Cllr E. W. Nicholas	

Attending online Cllr E. Davies Cllr A. W. Jones

Apologies Cllr S. Thomas **With dispensation**
Cllr K. D. L. Davies Cllr G. J. Davies
Cllr D. Thomas

Absent

424.

To Receive apologies for absence.

Apologies with dispensation; Cllr S. E. Thomas

Apologies; Cllr K. D. L. Davies, Cllr D. Thomas, Cllr G. J. Davies

425.

DECLARATIONS OF INTEREST.

There were four declarations of interest received;

- Cllr E. W. Nicholas re agenda item 429 point (p) on Llandybie Tennis Club.
- Cllr S. Roberts re agenda item 429 point (e) on Paperless Meetings IT Update and policy adoption consideration.

426.

MINUTES

The Minutes of the following meetings as circulated were considered:

- Minutes of the Ordinary Meeting held on the 27st of February, 2024.
- Minutes of the Planning Meeting held on the 27th of February, 2024

427.

MATTERS ARISING FROM THE MINUTES

Chair

There was none.

428.

PUBLIC PARTICIPATION

There was none.

429.

CORRESPONDENCE

(i) Police reports as at 1st of February 2024

Llandybie Area	
Violence and sexual offences	2
Criminal damage and arson	0
Antisocial behaviour	2
Possession of weapons	0

Penygroes including Blaenau and Caerbryn;	
Violence and sexual offences	1
Public order	0
Criminal Damage and Arson	0
Drugs	2

Saron and Capel Hendre	
Violence and sexual offences	2
Criminal Damage and Arson	0
Anti-social behaviour	0
Public order	0

For members and wider public information, Llandybie Community Area Crime figures below are available using the link below. The Clerk recommends that the look at the crime map of their area which offers some detail of the breakdown of the crime figures by searching ‘in my area’.

[Llandybie | Police.uk \(www.police.uk\)](http://www.police.uk)

Chair

The Clerk confirmed our local PCSO and a new PCSO would be attending the next meeting if the shift pattern allowed to continue regular dialogue on the issues and developments in the area, this was accepted, and the Clerk will now invite the Police to the next Ordinary Meeting on Wednesday 24th of April 2024.

430.

Clerk's Report 23/03/24

To: Chair and Members of Council.

(a) Parks;

(i) Llandybie Park Projects Update;

- **106 grants for park area,** The claim for the Trampoline Area at an agreed cost of £24,475.36 plus vat has now been sent to Carmarthenshire County Council.

(ii) Saron and Capel Hendre 106.

There is no further update on the two amounts of £22,320.00 for future education provision at Saron and £17,680.00 for Cwmgwili park.

(b) Footpaths. There are no further updates on the below Footpaths.

The Clerk and Administrative assistant continue to press the County Council team of the following footpaths and will keep these in the Clerk's Report until they are resolved.

- **Bonllwyn 61/106;** This is a rights of way which has been neglected for some years, and the Clerk has once again asked for an update on the RoW team to do a survey as previously offered on the route and look at the possibility of opening it up once gain.
- **Caerbryn 51/56;** The Clerk is still pressing the Rights of Way Team who have committed to repairing the foot bridge. The damage to the route has, they say, been caused by a water run-off from the highway. The Clerk has now written again to Carmarthenshire Highways team to begin dialogue and The Administration Officer has followed up with a request for an update.
- **Penygroes 51/34 and 51/35, 51/33;** Whilst 51/34 is now being looked at by our contractor, the legal team at Carmarthenshire County Council are looking at 51/13 to get the landowner to cut the overhanging branches, the Clerk has written to the Legal Dept at Carmarthenshire Country Council for an update. 51/35 is being looked at as part of the Gilfach Iago development. The Administration Officer has followed up to ask for an update.

Chair

- **51/51**; This is still being dealt with by Carmarthenshire County Council's legal team as a resident has built a garage base over the right of way and another resident has put play equipment across it.
- **51/24**; The Chair Carey Thomas has highlighted this footpath and County Council has paid a visit and discovered the land has done some work on land next to it and the County Council legal team will investigate.

(c) Annual External Audit 2022/23;

The Clerk has had a further request for information week beginning 11th of March, these have been answered the same week. He must note that these queries were dealt with in the Internal Audit carried out by Mr Lyn Llewelyn.

(d) Penygroes RFC and Gate locking at night.

This now needs to be discussed as the Clerk has reached a position where he will organise a site visit as a Parks Committee for Thursday 4th of March at Penygroes Park at 4.30pm.

Some members were unavailable but the Chair, V. Chair, Cllr E. W. Nicholas be present representing the Parks Committee and Cllr P. H. Roberts be co-opted to join the meeting to ensure a quorum.

(e) Paperless Meetings IT Update and policy adoption consideration .

The Clerk has received a second formal quote at £1,743.30 for 10 Mobile Devices (Tablets) and this includes protective carrying cases. The Clerk has two comparative quotes one at £1,821.95 and a third at over £3,000.00 all three are plus Vat.

The Clerk explained the original quotes received meant that Morgan & Morgan were second cheapest by £45.00, but asked the meeting if they could be awarded the contract due to the close nature of the bids and the fact that they offered a continuity of service. The price quoted above is a more recent updated price after more than a month had expired on the quote and deal brokered with Morgan & Morgan supplies meant they had reached out to the market again and the saving was now £78.00.

The Chair asked for a vote to accept the Clerks request and there was an unanimous vote of nine eligible councillors to accept the Clerks request and Morgan & Morgan were awarded the contract.

(f) The Rights of Way Maintenance Tender has now being decided at week ending March 29th. The Clerk will go through the tenders with the Chair. Three have been received.

The bids received were K. D. Landscaping at £6,100, Dynevor Tree Services at £4,220 and Wrenvale at over £9,000.

Chair

It was **resolved** to accept the best price in light of Dynevor Tree Services being the current service provider with a good record of delivery.

(g) The Parks Grass Cutting and Bowls Maintenance; Update, The contract has been prepared by the Clerk and the Administration Officer and been sent out to 4 contractors.

(h) Park Inspections;

The Clerk has now had a definitive reply from our insurance provider, this will be circulated for discussion.

Cllr R. A. Davies felt strongly that whilst there was a saving conducting the inspections in-house were putting the staff in a position where they could be involved in litigation, and that he had witnessed insurance companies losing cases. And he proposed it was better to have the inspection conducted by outside contractors but that our staff be trained as cover.

The Clerk felt that this was a prudent approach however Cllr J. Tandy and Cllr S. Roberts felt that the Council should be mindful that whoever conducted the inspections the Council was still liable via our insurers and would have to defend any claims in court.

Cllr R. A. Davies felt that it was the staff concern and wellbeing that should be paramount. Cllr S. Roberts asked the Chair if he could propose taking a vote, to which the Chair agreed.

A vote taken was conclusive and Cllr R. A. Davies' proposal was carried. It was **resolved** that the Clerk and the Administrative Officer undertake training as cover but that the Council continue to have the Park Inspections undertaken by its current contractor Llanon Community Council.

(i) Banc Y Ddraenen;

The apple orchard is now planted at the top of the site and this was completed in the company of two local schools at no cost to the Community Council. A Press Release has gone to the press. A bench was also installed by the County Council at no cost to the Community Council, a further press release will be arranged. The posters have now been printed and distribution will start Week Beginning 1st of April.

(j) Defibrillator Training and Pads;

We have now had new pads for the defibrillators donated, and the Clerk has produced a spreadsheet of current units in the area. The Chair requested a discussion at this point in the meeting on our future policy on defibrillators.

The Clerk went through the spreadsheet in detail and discussion was had regarding many aspects, but the risk of litigation to the council, cost, staff time and the factors of future exposure to expenditure was the main theme. The Chair outlined her own experience of the support infrastructure being unclear and leaving individuals and

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groups exposed with units going out of date and the availability of batteries and pads being expensive and the sources of supply unclear.

Cllr R. A. Davies interjected that in his experience well meaning groups and individuals had instigated the installation on units without realising the full impact of the future management and upkeep of units. Cllr J. Tandy agreed with this sentiment and Cllr A. J. Evans felt that units were better placed in more strategic locations such as key areas of footfall or sports facilities and community halls.

Cllr P. H. Roberts felt that having three units per ward area at key locations spread across the area would better serve the purpose of the units and not just clustered in Llandybie but only adopt selected units.

Cllr S. Roberts asked the Chair if it could be put to the vote as the debate had been very thorough. The Chair agreed and asked Cllr S. Roberts for a proposal, and it was proposed the current six units managed by the Council be supported until the end of their life span and no further, and no adopting of units be pursued by the Council.

A vote was taken with nine supporting the proposal, one against and two abstentions. It was **resolved** that the Clerk observe this as a policy and keep Council updated on developments.

(k) The Asset Management Business Plan.

The Clerk is still working on this and aims to have a draft for discussion in April.

(l) Preparation of Internal Audit.

The Clerk has a final entries of the final accounts for 2023/24 to complete on March 31st to bring the accounts to a close the invoicing, bank statement and staff payslip file is up to date and he will arrange a meeting with Cllr J. Tandy to go through the final quarter Week Beginning 1st of April.

(m) Our archives

The Clerk would like a discussion to get Councillors view on offering our archives to the County Council Archive Services. He was initially approached by the Vice Chair who highlighted the opportunity. The Clerk has spoken to the archive services who would welcome the files and would catalogue them for viewing on the official archive website.

After discussion it was **resolved** that the Clerk invite Carmarthenshire Archive to our offices to view our files.

(n) Mobile Devices for future Councillor use.

The Clerk would like to ask Councillors to email him with a request for a device strictly for council business use. The request should be based on, as discussed in previous meetings, on the need for a separate device from the family computer as per

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data protection and the fact that a member doesn't currently have a secure or device fit for purpose.

It was **resolved** that the Clerk email all councillor to ask for requests for a tablet stating the reason for needing the provision.

(o) Members annual payment.

The Clerk will update members on payments and discuss paying members online following the meeting. HMRC have confirmed that the payments will not need to go through payroll this year. Any members preferring cheques will be accommodated.

(p) Llandybie Tennis Club update.

The Clerk has spend some days getting costing and has met the club. Moss treatment has been done for the start of the season and he has also advised the club of the need for them to have indemnity insurance in place. The club have further requested permission to put sponsorship signs to act as both a revenue stream and a windbreak of the fence on the far court.

It was **resolved** to agree that the Clerk liaises with the Tennis Club to arrange for the sponsorship signs to be erected.

(q) Election in Saron Ward.

The Clerk gave a brief update on the election that will be held for two seats in Saron ward on May 15th 2024. He explained that the cost of Polling Cards was in the region of £3,400.00. Cllr J. Tandy asked that we not have polling cards for reasons of environmental issues and the fact that most people were prone to vote via postal voting. Cllr R. A. Davies agreed with Cllr J. Tandy and added that the financial saving was also consideration. Cllr S. Roberts asked proposed through the Chair that a vote be taken. The Chair agreed.

The vote was unanimous in favour of not having polling cards and it was **resolved** that the Clerk inform the electoral office of the Councils wishes.

(r) CCTV at Saron Park

The Clerk explained that he and Chair had been called out to incidents at Saron Park, one which resulted in the fence bordering the football pitch being damaged and now having to be replaced at a cost of over £3,000.00. The Clerk explained that the cost of a CCTV System would be circa £5,000.0 after consulting a contractor for an indication on price.

After discussion on the merits of safeguarding assets and getting evidence for Police for future incidents the Chair proposed a vote which was unanimous. It was **resolved** that the Clerk get three quotes and arrange to have a CCTV system proposal to present to the next Ordinary Meeting.

Chair

Dai Nicholas – Clerk

March 23th 2024

431.

Gilfach Iago Update

The Clerk confirmed that there was no further update.

It was **resolved** that the Clerk update future Ordinary Meetings of progress.

432.

FINANCIAL MATTERS

The following financial information was circulated 3 days prior to the meeting by the Clerk;

INCOME as at 18th of March

HEADING	BUDGET	ACTUAL INCOME	DIFFERENCE	NOTES
Precept	180000.00	180000.00	0.00	
Vat Return (Rebate)	12000.00	9863.32	-2136.68	
Bank interest	800.00	6004.07	5204.07	
Hire Agreement/Grants	7700.00	14866.00	7166.00	Rights of Way £3,000 to come in Invoice sent March
Total	200500.00	210733.39	10233.39	

EXPENDITURE

HEADING	BUDGET	ACTUAL EXPENDITURE	DIFFERENCE	NOTES
Grass Cutting	£54,000.00	£39,495.35	£14,504.65	
Staff Salary and PAYE	£51,225.00	£50,475.42	£749.58	

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Office Services	£12,350.00	£14,364.18	-£2,014.18	
Insurance	£2,500.00	£0.00	£2,500.00	
Financial Grants (Open Spaces, Hall, Cemetary)	£20,000.00	£6,450.00	£13,550.00	
Asset Maintenance (Public conveniences, premises, parks, rights of way, burial grounds)	£33,550.00	£31,333.19	£2,216.81	
Services & Subscriptions	£2,300.00	£298.00	£2,002.00	
Members Allowances & Paye	£7,134.00	£252.00	£6,882.00	
Election Costs	£10,000.00	£18,999.26	-£8,999.26	
Section 137	£10,000.00	£6,100.00	£3,900.00	
Vat	£12,000.00	£5,206.00	£6,794.00	
Community Development	£42,000.00	£64,580.65	-£22,580.65	£28,000 106 money pending
Total	£257,059.00	£237,554.05	-£19,504.95	

08/03/2024	Online	EDF Energy Floodlights Park Av, Capel Hendre 31/01/ to 26/02/24 Inv 000018333696	17.14
08/03/2024	Online	EDF Energy Shed Bowling Green, Llandybie 01/02 to 26/02/24 Inv 000018333087	21.38
08/03/2024	Online	EDF Energy Pavilion, Penygroes 31/01 to 26/02/24 Inv 000018333123	22.68
08/03/2024	Online	EDF Energy Bowls and Tennis Pavilion, Llandybie 01/12/ to 31/12/24 Inv 00001799047	63.42
08/03/2024	Online	EDF Energy Sports Pavilion Saron, 31/01 to 26/02/24 Inv 000018333501	38.50
08/03/2024	Online	HMRC February PAYE, Ending 5th of March 2024	1025.62
08/03/2024	Online	Security Solutions CCTV Annual Internet Charge Inv 8690	408.00
08/03/2024	Online	Morgan & Morgan Hosting and Internet Annual Charge, Feb Inv	376.70
11/03/2024	Online	Wrenvale Nurseries, Verge Cutting Inv 0656	432.00
11/03/2024	Online	Audit Wales annual ext Audit 2021/22 Inv 010481	661.00
11/03/2024	Online	Wicksteed, MUGA with 3 NO. Trampolines for Llandybie Park Inv 0000824653	28849.03
11/03/2024	Online	Dinefwr Electrical, Supply and Instal Emergency Lights, Council Chamber Inv 0098	180.00
11/03/2024	Online	Dinefwr Electrical, Supply and Instal Emergency Lights Bowls Pavilion Llandybie Inv 0097	240.00
11/03/2024	Online	Dinefwr Electrical, Supply and Instal Saron, Inv 0096	300.00

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15/03/2024	Online	One Voice Wales, Chairs training fees 7763	38.00
15/03/2024	Online	Data Protection Renewal Fee to the ICO Ref; ZA336047	40.00
15/03/2024	Online	BT Monthly fee home line Invoice Ref M015 B9	33.54
15/03/2024	Online	Salary D. Nicholas for March 2024	2452.20
15/03/2024	Online	Salary Sian Taylor for March 2024	729.30
15/03/2024	Online	Martin Davies translation of poster for Banc Y Draenen 12/03/2023	15.95
15/03/2024	Online	Newhall Janitorial Services Public Convenience supplies Inv LLA575	217.06

Payments to make before the end of March;

One Voice Wales membership annual fee £2190

Grant Menter Dinefwr £200

BT March line rental £53.32

Morgan & Morgan Stationary £59.06

Morgan & Morgan hardcover notebook £5.56

Carmarthenshire Public lighting and energy charges £6,463.30

Martin Davies translation of Planning Minutes £20.93

Llanon Community Council, Park Inspections £638.00

CYNGOR CYMUNED LLANDYBIE COMMUNITY COUNCIL				
Mantolen 2023-2024 Accounts from April 1st				
Prepared by - D Nicholas				
Financial year ending 31/3/2024				
BALANCE OF ACCOUNTS				
				£
				Balance from Cash Book £279,663.56
Finance Spreadsheet Brought Forward (opening balance at Bank) including uncashed cheques				£312,607.63
Add Income in the year				£210,733.39
Total				£523,341.02
Less outgoings				£228,591.45
Closing Balance Finance Spreadsheet				£294,749.57

Chair

(receipts - payments)					
Unpresented payments/cheques					£1,911.04
TRUE STATEMENT BALANCE					£294,749.57

Members **resolved** to approve the budget and payments as correct.

433.

Section 106 funding.

There was no further information offered by County Councillors present.

Request on Seminars / Joint meetings

There was no information offered.

434.

Date of next meeting

Members **resolved** that the next Ordinary meeting of Council to be held on Wednesday 24th of April at 2024.

435.

As there was no further business to discuss, the **Chair declared** the meeting closed 7.50 pm.