

6th May, 2020

**Minutes of the Ordinary Meeting of Llandybie Community Council held via Teleconference on Wednesday, 6<sup>th</sup> May, 2020 at 6.30 p.m.**

**Present**

Councillors	R. A. Davies	Mrs Ll. Latham	Mrs J.E. Collins
	W.D. Evans	Mrs C. Thomas	Mrs A. Evans
	I. Rh. Llewelyn	D. Hopkins	P.H. Roberts
	Mrs K.D. L. Davies	S. J. Roberts	A.W Jones
	N. Evans		

**702.**

**Declarations of interest**

There were none

**703.**

**MINUTES**

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> February, 2020

Minutes of the Planning Meeting of Council held on 26<sup>th</sup> February, 2020.

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 committees.

**704.**

**MATTERS ARISING FROM THE MINUTES**

There were none.

**CORRESPONDENCE**

**705.**

**Police reports**

Crime figures for March and April 2020.

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**Llandybie**

Harassment - 4

Criminal Damage - 2

Assault - 2

Malicious Communications -2

Drug related offences – 1

Threats to kill – 1

Other Offence -1

Burglary -1

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**Penygroes**

Burglary - 1  
Possession of Drugs - 1  
Criminal Damage – 2  
Threats to kill – 2  
Other Offence – 1  
Violence without injury – 1  
Harassment – 1

**Saron (incl. Capel Hendre and Penybanc)**

Assault – 2  
Criminal Damage – 2  
Harassment – 2  
Violence without injury – 2  
Other offences – 3  
Other theft – 1  
Vehicle offences – 1  
Malicious communications – 1

**706.**

**CLERK'S REPORT**

**Clerks' report to 31<sup>st</sup> March, 2020**

This had been sent via email to the Councillors and with acknowledgements received that they had been read. Progress had been made on a number of issues.

**(A)**

**a) Public Rights of Way**

**(i) 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 £5273.30 excluding the VAT element which is reclaimed directly by the Council from HMRC.

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

Tender Documents have been sent to six contractors inviting tenders for carrying out the cleaning and trashing of various rights of way within the Community, the Tenders to be returned on or before 12.00 hrs. on 1<sup>st</sup> May, 2020.

The returned tenders will be opened by the Chair and Clerk to be checked and recommended for acceptance so that the contracts could be commenced during June 2020.

**(iii) Footpath 51/120**

This footpath has been closed for 6 months pending bridge repairs but the issues have as yet not been resolved. Carmarthenshire County Council have asked Welsh Government for a further extension to retain the closure pending further assessments of the options open to them.

**b) Parks and Play Areas**

a) All parks and play areas have been closed from the 23<sup>rd</sup> March, 2020

b) Park improvement work - All park maintenance work has been discontinued.

The shelter at Penygroes park had been painted with non offensive graffiti.

**c) Public Conveniences**

The Public Conveniences at Llandybie and Penygroes have been closed from the 27<sup>th</sup> March, 2020. The contractor has been informed, but asked to visit every 5 days to run taps /flush water as per hsl Compliance's guidance.

The Clerk had been informed that on Wednesday 11<sup>th</sup> of March at Llandybie, the toilet roll holder and soap dispenser had been ripped from the wall and taken.

**d) Crime reports**

March reports had been sent to Members on a separate e-mail and had now been included in a two monthly total above.

**e) Insurance renewal 2020/2021**

A renewal figure of £2241.83 has been received from Came and Company for the next financial year which includes Insurance Premium Tax and administration fee. The renewal quotation is based on the sums insured index linked by 4%. The Council are committed to a three year deal ending in March 2021.

The late arrival of the renewal documentation had required the Clerk to amend the Fixed Asset Register recommended by the Policy Committee in its meeting on the 5<sup>th</sup> February, and confirmed by Full council on the 26<sup>th</sup> February, 2020. The figures on the Asset register had been amended to reflect the index linked nature of the policy.

**f) Proposed prohibition of waiting at any time, Heol Ceirios Llandybie**

Carmarthenshire County Council had received complaints regarding vehicles parked on Heol Ceirios, close to its junction with Ammanford Road causing an obstruction

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Chair

and visibility issues to traffic entering and exiting the junction. It is proposed to place a 10 metre length of double yellow lines at the junction.

**g) Proposed prohibition of waiting at any time at Grove Hill, Penygroes**

Carmarthenshire County Council had received a request for the placing of a 'prohibition of waiting at any time' at the entrance to Grove Hill Park. The location falls into a 30 mph speed limit and has a system of highway lighting, with footpaths present. The placing of these restrictions will aid road safety at the location.

**h) Proposed prohibition of waiting at any time on Gate Road, Penygroes**

Carmarthenshire County Council had received a request for the placing of a 'prohibition of waiting at any time' on Gate Road Penygroes at Brynfwych. The location falls into a 30 mph speed limit and has a system of highway lighting, on and off street parking as well as footpaths. The placing of these restrictions will aid road safety at the location.

**i) Local Government and Elections (Wales) Bill**

This correspondence had been sent to Members on a separate e-mail.

**j) Open space Assessment**

Carmarthenshire County Council had recently conducted an Openspace Assessment to inform the preparation of the Local Development Plan. Recreational and open spaces have been mapped for the whole county.

**k) Gilfach Iago**

The Scheduled meeting between Celtic Energy and CCC on the 4<sup>th</sup> March, 2020 had been postponed.

**l) Website Accessibility**

To comply with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, the Council are required to update their bilingual website so that it becomes accessible, thus ensuring that it can be viewed by as many people as possible. This includes those with impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing.

The Clerk had spoken to ICT Vision, the current website hosting company and they had informed him that a new website would be required to satisfy layout and content and this has been confirmed from discussions with other web designers.

The cost of designing and building a brand new accessible website, writing a bespoke accessibility statement and transferring all existing data is £1345 plus VAT.

The Society of Local Council Clerks have partnered up with a company called Aubergine :

Year 1 – set up and running costs - £1995 plus VAT  
plus £25 per hour to transfer existing website information – possibly £500  
plus half day training - £199 plus VAT. Year 2 - £1020 plus VAT

Design Reaction have quoted a price of £1600 plus VAT but all current information would have to be loaded by the Clerk. Training would be required for the new website.

The Clerk recommended is that we continue with ICT Vision whose support has been excellent.

**m) Pension Scheme**

The Clerk had received confirmation that the Council had completed a re-declaration of compliance with The Pensions Regulator for its Automatic Enrolment duties. This is required every three years with all staff re-enrolled into a NEST pension scheme. Both the Clerk and the Administration Officer had opted out of the scheme and there would be no liability for any pension payments from the Council.

**n) Website**

The Clerk had added a new page to the website - COVID 19 - and will continue to add any documents that might help the public with contact details for different organisations.

**o) SLA with Carmarthenshire County Council for litter collection / grass cutting and hedge maintenance / bowling green maintenance**

The close monitoring of work done under the terms of the SLA had resulted in a saving of £5246.22 for the year ending 31/3/2020. A payment of £20914.78 had been made to CCC.

It was **resolved** to retrospectively note the email correspondence and agree to the decisions a) to o) made by the Clerk and Chair during March 2020.

**(B)**

**Clerks' report to 30<sup>th</sup> April, 2020**

**a) Public Rights of Way**

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

Reimbursement of £3000 had been received from Carmarthenshire County Council for the financial year 2019/20.

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

The Tenders had been opened by the Clerk and Chair on the 1st May, 2020. It was at the meeting that the lowest Tenders received for each contract be accepted subject to an arithmetical check by the Clerk. Contracts 2 and 3 had been awarded to L Stamp at a total cost of £740 excluding VAT and Contracts 1, and 4 to 9 had been awarded to Dynevor Tree Services at a total cost of £2425 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 awarding of these contracts

**b) Ammanford Food Bank**

A donation of £500 had been sent to Ammanford Food Bank, having been agreed by the Councillors via e-mail. A further donation of £500 had been sent on the 1<sup>st</sup> May 2020.

**c) Amman Valley Makerspace**

A letter had been received from Daniel Morris asking for financial support to help with the manufacture of face masks to combat the spread of the Covid 19 virus. Frontline 3D Print Farms had been set up under the umbrella of Cwmamman Town Council and had already helped supply local hospitals, surgeries and care homes with this vital personal protective equipment.

A donation of £200 had been agreed by the Members following an e-mail response to the Chairman's proposal.

**d) Application for Premises Licence**

Consultation for a Premises Licence had been issued by Carmarthenshire County Council from Zoo Brew, Excal House, Capel Hendre Industrial Estate for the supply of alcohol between 8am and 6pm on Monday – Saturday and 10am to 4pm on Sunday.

Saron ward councillors had been informed and no representations had been made regarding the application.

**e) Level Crossing closures**

Notification had been received from Carmarthenshire County Council that Tirydail level crossing would be closed for a period of 24 hours on 21<sup>st</sup> May, 2020 for Network Rail to undertake essential maintenance work.

Llandybie level crossing would be closed on the 20th May, 2020 from 10pm to 6am on the 21<sup>st</sup> May, 2020 for similar work.

**f) Information Commissioner**

The annual Data Protection fee of £40 had been sent to the Information Commissioner's Office for renewal under GDPR and the Data Protection Act 2018.

**g) Park damage**

Damage to the MUGA fences at both Penygroes and Llandybie had occurred during April, and represented a Health and Safety issue for any potential users. The Clerk had obtained quotes from three contractors and after discussing with the Chair the contract had been awarded to MBP Fencing. Additionally, the contractor had been asked to make good other repairs required on the MUGA at Penygroes which had been identified as a risk on the monthly and annual inspection reports on the park. Total cost is £1350 plus VAT.

The Children's rugby posts at Penygroes park had also been identified as a high risk and arrangements had been made to reset the posts with concrete at a cost of £120 plus VAT.

**h) Precept**

The first payment of £60000 from Carmarthenshire County Council for the financial year 2020/21 had been received on the 30<sup>th</sup> April, 2020.

**i) Penybanc Park**

The Clerk had drafted a tender document for replacement equipment, landscaping and footpaths at Penybanc Park with a deadline date of the 15<sup>th</sup> May, 2020. Five contractors had been sent the documentation.

It was **resolved** that the quotations should be considered at a future meeting.

**707.**

**FINANCIAL MATTERS**

**(i) Payment of accounts**

The following invoices had been received in March 2020 and been paid after discussion with the Chair

5117	EDF	Llandybie MUGA – Feb 2020	£9.88
5118	Came and Company	Insurance renewal - 1/4/20 to 31/3/21	£2241.83
5119	Wrenvale Nurseries and Landscapes	Flower bed maintenance at Saron Square 10/19 to 3/20	£216.00
5120	Martin Davies	Translation of Ordinary and Planning minutes for February 2020	£142.80
5121	Fenland Leisure Ltd	Purchase of flat bed swing	£58.80
5122	hsl Compliance	Water hygiene – Feb 20 visits	£159.00
5123	S Griffith	Salary and Use of Home as office allowance for March 2020	£2182.80
5124	R Thomas	Salary and Use of Home as office allowance for March 2020	£627.40
5125	HMRC	March 2020	£885.83

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5126	D J Electrical	EICR on bowls shed following water damage	£240.00
5127	EDF	Llandybie Bowls Shed – Feb 2020	£22.85
5128	EDF	Penygroes park – Feb 2020	£10.09
5129	EDF	Capel Hendre park – Feb 2020	£12.00
5130		Supplies for Public Conveniences	
	Newhall Janitorial		£136.25
5131		Annual service of Cilrychen clock	£283.20
5132	Smith of Derby Jeff's Tipper Hire	Opening and closing of Public Conveniences	£868.00
5133	SSE Swalec	Electricity at Penygroes toilets 19/3/10 – 12/3/20	£33.20
5134	Carmarthenshire County Council	Footway Lighting Charges 1/4/19 – 31/3/20	£6508.51
5135	D J Electrical	Renew and rewire bowls shed	£720.00
		Remove and replace vandalised swings at Capel Hendre park inc one new cradle swing	£362.50
5136	Carmarthenshire County Council		
5137	Hefin Jones	Translation services	£170.00
5138	hsl Compliance	Water hygiene – March visits	£221.54
5139	HoWLTA	Renewal of Annual membership Expenses 11/12/19 to 31/3/20 inc	£18.00
5140	S Griffith	Broadband, travel and postages	£258.96
5141		Llandybie pavilion – March 2020	£29.61
	EDF		
5142	EDF	Capel Hendre Park – March 2020	£7.77
5143	EDF	Llandybie MUGA – March 2020	£9.88
5144	Carmarthenshire County Council	SLA for grass cutting / litter collection / general park maintenance and bowling green maintenance	£20914.78

The following invoices had been received in April 2020 and been paid after discussion with the Chair.

5145	Ammanford Food Bank	Donation	£500.00
5146	SSE Swalec	Electricity at Llandybie toilets 12/12/19 – 13/3/20	£45.40
5147	S Griffith	Salary and use of Home as Office allowance - April 2020	£2191.56
5148	R Thomas	Salary and use of Home as Office allowance - April 2020	£635.60
5149	HMRC	April 2020	£867.08
5150	Information	Annual registration fee	£40.00

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## Commissioner

5151	EDF	Penygroes park – March 2020	£11.09
5152	EDF	Saron pavilion – March 2020	£293.49
5153	EDF	Llandybie Bowls shed – March 2020	£18.52
5154	ICT Vision	50% fee for design of new accessible website	£807.00
5155	Morgan and Morgan	Email and Outlook 365 annual subscription	£1232.28
5156	Morgan and Morgan	Printer Consumables	£354.07
5157	B T	Clerk's telephone bill 15/4/20 – 17/4/20	£112.24
5158	Jeff's Tipper Hire	Water hygiene duties at public conveniences during April 2020	£168.00
5159	SSE Swalec	Electricity at Office and Chamber 1/9/20 to 16/4/20	£62.92
5160	Carmarthenshire County Council	Emergency call for storm damage at Llandybie Bowls shed	£392.22

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

**(ii) Monthly monitoring of the budget**

	<b>2018/19 Profit and loss £</b>	<b>2019/20 Estimate £</b>	<b>Actual Income and expenditure 1.4.19- 29.02.20 £</b>
Precept	180,000	180,000	180,000
Maintenance Grant	46,640	0	3,841
Interest: Lloyds	184	250	125
Interest: investment accounts	306	400	532
Refund EDF	166	0	1206
Rights of way	3000	3,000	3000
Hire of Facilities	0	4,200	4,700
CCC – VAS signs refund		1800	
	<u>230,296</u>	<u>189,650</u>	<u>193,404</u>
General administration	50,722	56,575	22,544
Staffing	41,226	43,656	42,456
Parks and Play Areas	50,062	30,000	106,837
Section 137 payments	7,348		6,159
Payments under other powers	1,850	18000	1,800
	430		Chair

Public Open Spaces	1,663		4,450
Village halls	4,545		3,920
Burial grounds	3,250		2,750
Rights of way – maintenance	4,745	10000	5,876
Rights of way – improvement			
Public lighting - energy	7,877		
Public lighting - improvement	0	8,500	
Community development	68,555	25,000	30,363
Llandybie public conveniences	4,572		5,251
Penygroes public conveniences	3,704	10,000	6,068
Chairman's Allowance	300	300	
Total	250,419	202,031	238,474
Balance for the year (period)	<b>-20,123</b>		<b>-45,070</b>
b/f	438,102		417,979
c/f	417,979		372,909

Cash and investments	402,723		364,422
Debtors	15,256		8,487
Creditors	0		0
	417,979		372,909

	<b>2018/19 Profit and loss £</b>	<b>2019/20 Estimate £</b>	<b>Actual Income and expenditure 1.4.19- 31.03.20 £</b>
Precept	180,000	180,000	180,000
Maintenance Grant	46,640	0	3,841
Interest: Lloyds	184	250	134
Interest: investment accounts	306	400	532
Refund EDF	166	0	1206
Rights of way	3000	3,000	3000
Hire of Facilities	0	4,200	4,700
CCC – VAS signs refund		1800	
	230,296	189,650	193,413
General administration	50,722	56,575	26,053

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Staffing	41,226	43,656	46,152
Parks and Play Areas	50,062	30,000	128,964
Section 137 payments	7,348		6,159
Payments under other powers			
	1,850		1,800
Public Open Spaces	1,663		4,450
Village halls	4,545		3,920
Burial grounds	3,250	18000	2,750
Rights of way – maintenance	4,745	10000	5,746
Rights of way – improvement			
Public lighting - energy	7,877		5,424
Public lighting - improvement	0	8,500	
Community development	68,555	25,000	30,543
Llandybie public conveniences	4,572		5,871
Penygroes public conveniences	3,704	10,000	6,559
Chairman's Allowance	300	300	
Total	250,419	202,031	274,391
Balance for the year (period)	<b>-20,123</b>		<b>-80,978</b>
b/f	438,102		417,979
c/f	417,979		337,001

  

Cash and investments	402,723		327,080
Debtors	15,256		9,921
Creditors	0		0
	417,979		337,001

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

### (iii) Cash reconciliation for March 2020

Councillor D. Nicholas had undertaken a full and satisfactory review of the Cash Book on the 2nd April, 2020. There had been no issues to report.

### (iv) To approve the financial report for 2019-20

The Clerk had distributed copies of the financial report vi e-mail for the year ending 31st March 2020 which would be presented to the Internal Auditor. The Chair invited questions or comments on the report. There were none.

Chair

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The Chair thanked the Clerk for his report.

**708.**

**Date of next meeting**

Members **resolved** that the next Ordinary meeting of Council be held on the 27th May, 2020.

**709.**

As there was no further business to discuss, the Chair declared the meeting closed at 7.10 p.m.