

**Minutes of the Ordinary Meeting of Llandybie Community Council held via Microsoft Teams on Wednesday, 24<sup>th</sup> June, 2020 at 6.30 p.m.**

**Present**

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

**Apologies**

Councillors	D. Hopkins	C.J Harris	Mrs J.E. Collins
	A.W Jones		

**723.**

**Declarations of interest**

Councillor R. A Davies declared an interest as the Secretary and Treasurer of Llandybie Tennis Club.

Councillor E.W. Nicholas declared an interest as the President of Llandybie Tennis Club.

Councillor B. Rees declared an interest as the President of Llandybie Bowls Club.

**724.**

**MINUTES**

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 27<sup>th</sup> May, 2020

Minutes of the Planning Meeting of Council held on 27<sup>th</sup> May, 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.

**725.**

**MATTERS ARISING FROM THE MINUTES**

There were none.

**CORRESPONDENCE**

**726.**

**Police reports**

No reports had been received from the Neighbourhood Policing Teams.

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Chair

727.

## **CLERK'S REPORT**

### **a) Public Rights of Way**

#### **i) Footpath 51/05 at Bonllwyn**

The Clerk had been informed that tree branches were restricting visibility from 3 footpath lights which are owned by the Community Council. R Gleaves of Bonllwyn had satisfactorily trimmed the offending branches at a cost of £60.

#### **ii) Footpath 51/74 at Llandybie – Coedfryn to Caecoed**

The Clerk had received a complaint from a member of the public that wild flowers had been cut on this footpath during the first maintenance cut in June. The Clerk had replied informing the complainant that this was regrettable, but that a number of complaints had also been received from the public commenting that social distancing on this footpath was very difficult due to its narrowness in parts. The contractor had been asked to create as wide a path as possible to conform with government regulations, but some flowers had been cut during the process. The Clerk had provided a copy of the Councils' Biodiversity Plan as part of his response.

### **b) Tree Surveys**

Quotations for the residual work identified from the tree surveys had been received from three contractors and the contract had been awarded to R Gleaves of Bonllwyn at a cost of £970 with no VAT charged.

It was **resolved** to confirm the award of the contract.

### **c) Saron pavilion**

The annual service at Saron pavilion had been undertaken by Amman Heating Services Ltd at a cost of £96 inclusive of VAT. The service had identified an electrical problem with one of the boilers and a new thermostat is being costed and will need to be replaced once received.

### **d) Spien Road park**

A wasps nest had been removed from inside the swings at Spien Road park by B Firm Pest Control.

### **f) Fence at Penygroes park**

Quotes had been obtained from four contractors for 100m of new fencing at Penygroes park, as identified and agreed as part of the Community Development budget for 2020/21.

The most competitive quote had been received from MBP Fencing at £8320 plus VAT with a scheduled start date of the 20<sup>th</sup> June agreed. Having discussed the quotes with the Chairman, it was agreed that the work could start prior to Full Council agreement to accommodate the fencing contractor's work schedule.

It was **resolved** to confirm the award of the contract.

#### **g) Non Domestic Rates at Public Conveniences**

Members were informed during 2019 that in future no rates would be payable on these premises but despite the regulations applying in England, Welsh Government has yet to pass the appropriate legislation. The Clerk has been informed that it is likely to become law this year, but that in the interim the demands should be paid and that refunds will be made when legislation is passed.

#### **h) Hire Charges**

The Clerk had spoken with representatives of Llandybie Bowls club, Llandybie Tennis club and Saron Juniors FC in relation to hire agreements which would normally be signed in April of each year but had not been issued this year due to the Covid 19 crisis. All clubs are extremely grateful for the financial support of the Council, and recognise that the work needed to prepare the areas, especially the bowling green and football pitch in Saron, is a continuous process and that maintenance had continued throughout lockdown. However, the clubs have not played this year and all leagues have been postponed.

It was **resolved** that Hire Agreements should be issued to the three organisations free until 31<sup>st</sup> March, 2021.

It was further **resolved** that Llandybie Bowling Green and Tennis Courts should remain closed with a further review at a later date.

#### **i) Defibrillator at Penybanc RFC**

The Clerk had arranged with Welsh Hearts to install a fully grant funded defibrillator at Penybanc RFC. This followed a request to Councillor Mrs K.D.L Davies who had been approached by the rugby club for her support in getting a public access defibrillator for the village.

Recent issues on obtaining access to the defibrillators at Llandybie during an emergency were highlighted, and the Clerk will now write to MyCariad who installed the defibrillators to establish usage and servicing responsibilities.

**j) Gilfach Iago**

Scheduled meetings during March and April had been postponed between Celtic Energy and Carmarthenshire County Council but they had met on June 3<sup>rd</sup>, 2020 with a further meeting due on the 1<sup>st</sup> July, following which the Community Council will be fully updated on progress.

**k) Public Conveniences**

Carmarthenshire County Council had informed the Clerk that they will be reopening town centre public conveniences from the 22<sup>nd</sup> June, 2020 subject to more rigorous cleansing routines, and adherence to social distancing measures. The decision on Community Council owned facilities remain with the local council and it was **resolved** to keep the public conveniences at Llandybie and Penygroes closed.

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

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

5182	V L Llewellyn	Internal Audit fee 2019/2020	£540.00
5183	Carmarthenshire County Council	Rates for Chamber and Office 2020/2021	£1926.00
5188	EDF	Llandybie MUGA – May	£10.93
5189	EDF	Llandybie Bowls Shed – May	£21.95
5190	Cancelled		
5191	EDF	Capel Hendre park - May	£10.93
5192	EDF	Saron Pavilion - May	£25.82
5193	EDF	Llandybie Pavilion - May	£26.64
5194	N Thomas	Play area maintenance	£100.00
5195	R Gleaves	Overhanging branch clearance on FP 51/05 at Bonllwyn	£60.00
5196	Comcen Computer Supplies Ltd	Printer ink	£45.60
5197	Amman Heating Services Ltd	Boiler service at Saron pavilion	£96.00
5198	Carmarthenshire County Council	Rates for Llandybie public Convenience 2020/2021	£465.45
5199	Carmarthenshire County Council	Rates for Penygroes public conveniences 2020/2021	£422.65
5201	EDF	Penygroes Park - May	£11.10

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 Chair

The following invoiced had also been received :-

5184	Martin Davies	Translation of Minutes	£97.70
5185	S Griffith	Salary and use of home as office allowance June 2020	£2191.56
5186	R Thomas	Salary and use of home as office allowance June 2020	£635.40
5187	HMRC	June 2020	£867.28
5200	Morgan and Morgan	Paper	£29.88
5203	hsl Compliance	Water hygiene services at Saron and Llandybie pavilions - Apr/May 2020	£304.02
5204	Morgan and Morgan	Printer ink	£45.16
5205	SSE Swalec	Electricity at Llandybie Public Conveniences 14/3/20 – 17/6/20	£46.00
5206	Jeff's Tipper Hire	Water hygiene duties at public conveniences – June 2020	£168.00
5207	Cancelled		
5208	Chairman's Allowance	Annual payment	£300.00
5209	Welsh Water	Penygroes toilets - 6/12/19 to 24/6/20	£234.37

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

**(ii) Monthly monitoring of the budget - April 1/4/20 to 31/5/20**

<b>2020/21</b>		
<b>Estimate</b>	<b>Actual YTD</b>	
£	£	
180,000	60,000	Precept
150	19	Interest: Lloyds
400	0	Interest: investment accounts
3000	3,000	Rights of way
4700	0	Hire Agreements
<u>188,250</u>	<u>63,019</u>	
45,889	7,388	Staffing
17,650	908	Premises
4,750	1,686	Office Services
3,100	0	Member costs
10,000	849	Services and Subscriptions
	1200	Section 137
		Payments under other
} 18,000	0	powers
		Public open spaces

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Chair

24th June, 2020

	0	
	0	Village halls
	0	Burial grounds
}	170	Rights of way - maintenance
10,000	0	Rights of way - improvement
28,000	0	Grass cutting/ litter/ facilities
50,000	2,220	Park repairs and replacement
}	0	Public lighting - energy
		Public lighting -
8,500	0	improvement
28,000	840	Community development
		Public
13,000	336	conveniences
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236,889	15,597	
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	<b>47,422</b>	<b>Balance for the year</b>
		<b>(period)</b>
	337,001	b/f
0	384,423	c/f
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	Cash and
383,239	investments
1,184	Debtors
0	Creditors
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384,423	
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The Chair invited questions or comments. Members **resolved** to approve the accounts as above.

### (iii) Internal auditor's report 2019/20

The Clerk read the Internal Auditor's report and comments, which stated that all the prescribed tests in relation to Council's internal control systems had been satisfactorily completed. There were no matters emanating from the audit which needed to be brought before Council, and the appropriate section of the Annual Form had been completed by the auditor which reflected his findings.

The Auditor had further reported that the financial records continued being maintained to a high professional standard with an excellent audit trail.

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Chair

The auditor has recommended that the Asset Register of the Council should be updated to reflect the additional equipment purchases at the parks.

Members **resolved** to approve the internal auditor's report and confirm the new Asset register.

The Chair thanked the Clerk and Administration Officer for this excellent audit.

**(iv) Recommendation of Annual Governance 2019/20**

The Members responded to the Clerk after he read out the Annual Governance questions from the audit form. It was **resolved** that these would be recorded on the Annual Form as stated.

**(v) Recommendation of the annual financial report 2019/20**

It was **resolved** that the annual financial figures on the form be confirmed and that the Clerk and the Chair should sign and date the form in the appropriate boxes. This would then be forwarded to the external auditors, Grant Thornton, together with the backing papers.

**(vi) Re- appointment of internal auditor**

It was resolved to re-appoint Mr Lyn Llewellyn as the internal auditor for 2020/21.

The Chair thanked the Clerk for his report.

**729.**

**Chairman's Annual report 2019/2020**

Councillor R.A Davies who had been Chairman for 2019/2020 presented his annual report to the meeting. This was the first annual report made by the Council as it now had a duty to publish an annual plan and incorporate a community action plan which complements the work at all levels required under the Well Being of Future Generations Act (2015) and links directly to the objectives of the Carmarthenshire Public Services Board and the National Well Being Goals.

The report would now be made available on the Council's website.

**730.**

**Request on Seminars / Joint meetings**

Councillor Mrs Ll. Latham had attended two online seminars on Racism and Modern Slavery.

**731.**

**Date of next meeting**

Members **resolved** that the next Ordinary meeting of Council be held on the 29th July, 2020.

**732.**

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