

**Minutes of the Ordinary Meeting of Llandybie Community Council held via Microsoft Teams on Wednesday, 4th November, 2020 at 6.30 p.m.**

**Present**

Councillors	R. A. Davies	D. Nicholas	P.H. Roberts
	W.D. Evans	A.W Jones	B. Rees
	Mrs K.D. L. Davies	Mrs Ll. Latham	Mrs A. Evans
	Mrs C. Thomas	D. Hopkins	C.J Harris
	Mrs S.E. Thomas	S.J. Roberts	N. Evans

**Apologies**

Councillors	Mrs J.E Collins	I. Rh. Llewelyn	Mrs Ll. Hindley
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**773.**

**DECLARATIONS OF INTEREST**

There were none.

**774.**

**MINUTES**

The Minutes of the following meetings as circulated were considered:

Minutes of the Ordinary Meeting of Council held on 30th September, 2020

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

**775.**

**MATTERS ARISING FROM THE MINUTES**

**Minutes of the Ordinary meeting held on the 30<sup>th</sup> September, 2020**

a) Minute 742 and 761(c) – BT Payphones

The Clerk had received a response from BT informing him that an engineer would arrange to visit all payphone sites within the Council area to assess the work required to bring them back up to standard, and that the work would be completed as soon as possible.

Minute 767(i) – Wild Flowers

It was **resolved** that daffodils should once again be planted at suitable areas within each ward. The Clerk would arrange to purchase stock and deliver to those councillors who would arrange for them to be planted.

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Chair

## **CORRESPONDENCE**

**776.**

### **Police reports**

For the month of October :-

#### **Llandybie**

Burglary - 1

Criminal Damage – 3

Assault – 6

Harassment – 3

Malicious Communications – 1

Other – 1

#### **Saron (including Capri Hendre and Penybanc)**

Criminal Damage – 1

Assault – 4

Theft – 1

Malicious Communications – 1

Drug related offences – 1

Harassment – 4

#### **Penygroes**

Burglary – 1

Theft -1

Taking vehicle without consent – 1

Other -1

**777.**

### **External Audit Report**

The Auditor General for Wales had issued Llandybie Community Council with an unqualified audit report for 2019-2020. On the basis of Grant Thornton's review, the information contained in the Annual Return had been in accordance with proper practices and no matters had given any cause for concern that relevant legislation and regulatory requirements had not been met.

Members **resolved** to approve and accept the Annual Return.

**778.**

### **Ammanford foodbank**

A letter had been received from Ammanford Foodbank informing Members that demand for the service had increased dramatically during the last 6 months with 70% more people being fed and demand increasing from 1163 to 1972 from April to September. Normal collection activities during the harvest period had been curtailed

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Chair

this year and there was concern at the likely increase in demand as Christmas approaches.

Members **resolved** that the Council should continue to support this local organisation with a financial grant of £1000, this being in addition to £1000 already agreed earlier this year.

**779.**

The following items of correspondence had been received and sent to Members prior to the meeting.

- a) Annual canvas – Register of electors 2020
- b) Cwm Gwendraeth – Early years integration team
- c) Carmarthenshire Association of Voluntary Services

It was **resolved** to note the correspondence.

**780.**

**CLERK'S REPORT**

**a) Public Rights of Way**

1) An invoice had been received from L Stamp for £380 plus VAT for the 2<sup>nd</sup> cut for Contracts 2 and 3 of the annual maintenance contract.

It was **resolved** that the invoice should be paid.

**b) Penybanc park**

Work had commenced on the new park on the 14<sup>th</sup> September. The work had been completed satisfactorily by Sunshine Playgrounds Ltd and an invoice had been received for £50368.20 including VAT, as per the submitted tender price.

It was **resolved** that the invoice be should be paid, and that the Clerk would arrange a suitable press release.

**c) Capel Hendre park**

The Community Council had operated the park under a licence agreement following Asset Transfer in September 2017 from Carmarthenshire County Council. A new draft lease document has now been received from the County Council, together with a Deed of Notification from the National Playing Fields Association who are the freeholders of the King George's field. The Council's solicitor who dealt with the original licence – CCW Law Solicitors Ltd of Church Street, Llandybie – had been asked to examine the documents and plan, and proceed to register the lease on behalf of the Council.

**d) Council Chamber and Office lease**

A letter had been received from the Diocese of St Davids enclosing the terms of a new 10 year lease to be granted to the Community Council from 1<sup>st</sup> December, 2020. A valuation report undertaken by Clee Tompkinson and Francis of Llandeilo had recommended a small increase of £100 per annum to £1300 with all other terms remaining as per the previous lease with a rent review after 3 and 6 years.

The Chairman and Clerk had met with representatives of Llandybie Church prior to receipt of the letter to discuss the concerns raised at Council at the deteriorating fabric of the building. They had been informed that grants had been applied for, and that other options were being explored to ensure the financial viability of the building. These proposals would be clarified during the next few months.

During the Covid crisis, the office had continued to be used for photocopying and storage and any changes in the short term would prove difficult. It was **resolved** that the lease be renewed on the new terms but that a 12 month break clause be incorporated which would allow Members to reassess the position before the end of 2021.

A general discussion took place on the merits of a possible Council purchase and renovation from grant support and that a longer term view for the premises was needed for this iconic village building.

**e) Park inspections**

An invoice for £1680 had been received from Sunshine Playgrounds Ltd for park inspections undertaken during 2019, prior to the issue of a two year tender for inspections from February 2020 to January 2022.

It was **resolved** that the invoice should be paid.

**f) Water hygiene contract – hSL Compliance Ltd**

The one year water hygiene contract for the two pavilions and two public conveniences had been due for renewal in September 2020. A suitable contractor had been difficult to find in 2019, and the Clerk having discussed the issue with the Chairman, had asked that hsl Compliance Ltd continue with the contract for an extra year due to Covid 19 making site visits to the various premises difficult for any new potential contractor.

It was **resolved** to confirm the one year extension to the contract.

781.

## BIODIVERSITY REPORT

The Clerk had sent a copy of the Council's Biodiversity Plan implemented in October 2010, together with an update. There is a duty to monitor the plan annually and review every three years as a minimum.

- Four new trees have been planted at Penygroes park.
- Bushes and hedgerows had only been trimmed back in accordance with Tree Survey reports.
- Grass cutting contract for the parks is due for tender in March 2021 and a reduction will be considered during the tender process.
- Footpath maintenance contract will in future stipulate that wild flower patches should remain and not cut back.
- Wild flowers - previous roadside wild flower patches were not planted during the year as roadside verge cutting was reduced by Carmarthenshire County Council and flowers would not have been visible. Wild flowers at Penygroes park were planted.
- Community Council owned lighting had been changed to new LED bulbs.
- Daffodil bulbs - designated roadside verges were planted during 2019.

It was **resolved** to continue with the current plan for the next 12 months.

782.

## FINANCIAL MATTERS

### (i) Payment of accounts

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

5335	P Bishop	Repair and Maintenance work at the parks	£650.00
5336	hsl Compliance	Water hygiene at pavilions and toilets – September 2020	£221.54
5341	L Stamp	Footpath maintenance contracts 2 & 3 – 2 <sup>nd</sup> cut	£456.00
5342	EDF	Penygroes park – Sept 2020	£10.58
5343	Dynevor Tree Services	Tree pruning and hedge cutting at Saron Square	£350.00
5344	Wrenvale Nurseries and Landscapes	Replacement of Cheque 005329 – issues with bank.	£384.00

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Chair

4<sup>th</sup> November, 2020

5345	BT	Clerk's Tel bill 15/10/20 – 14/01/21	£140.92
5346	SSE Swalec	Electricity at Office and Chamber 8/7/20 – 14/10/20	£60.71
5347	EDF	Saron pavilion – Aug & Sept 2020	£106.33
5335	P Bishop	Repair and Maintenance work at the parks	£650.00
5336	hsl Compliance	Water hygiene at pavilions and toilets – September 2020	£221.54
5341	L Stamp	Footpath maintenance contracts 2 & 3 – 2 <sup>nd</sup> cut	£456.00

The following invoiced had also been received :-

5337	S Griffith	Salary for October 2020 and use of home as office allowance	£2296.43
5338	R Thomas	Salary for October 2020 and use of home as office allowance	£661.06
5339	HMRC	October 2020	£944.06
5340	Martin Davies	Translation of Minutes	£167.45
5348	Sunshine Playgrounds Ltd	Supply and Installation of new playground at Trefrhiw, Penybanc	£50368.20
5349	Jeff's Tipper Hire	Opening and closing of public conveniences, minor repairs and two cuts of grass at Gorsddu	£1001.00
5350	hsl Compliance	Water hygiene – annual service visits at pavilions and public conveniences	£221.54
5351	EDF	Llandybie bowls shed – Oct	£18.56
5352	EDF	Capel Hendre park – Oct	£10.24
5353	EDF	Llandybie MUGA – Oct	£10.24
5354	EDF	Llandybie pavilion - Oct	£21.07
5355	Sunshine Playgrounds Ltd	Operational Park inspections 2019	£1680.00

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

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Chair

**(ii) Monthly monitoring of the budget - April 1/4/20 to 30/9/20**

<b>2020/21</b>			
<b>Estimate</b>	<b>Actual YTD</b>		
<b>£</b>	<b>£</b>		
180,000	120,000		Precept
150	48		Interest: Lloyds
400	0		Interest: investment accounts
3000	3,000		Rights of way
4700	0		Hire Agreements
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188,250	123,048		
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45,889	25,522		Staffing
17,650	8,158		Premises
4,750	2,499		Office Services
3,100	300		Member costs
10,000	2,666		Services and Subscriptions
}	4,550		Section 137
			Payments under other
	0		powers
	1,150		Public open spaces
	2,470		Village halls
			Burial grounds
	2,900		
}	4,075		Rights of way - maintenance
10,000	0		Rights of way - improvement
28,000	520		Grass cutting/ litter/ facilities
50,000	9,833		Park repairs and replacement
}	0		Public lighting - energy
			Public lighting -
8,500	0		improvement
28,000	9,660		Community development
			Public
13,000	2,895		conveniences
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236,889	77,198		
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	<b>45,850</b>	<b>Balance for the year</b>	
		<b>(period)</b>	
	337,001	b/f	
0	382,851	c/f	
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4<sup>th</sup> November, 2020

	Cash and
378,423	investments
4,428	Debtors
0	Creditors
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382,851	
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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**

A quarterly cash reconciliation to the 2<sup>nd</sup> October, 2020 had been undertaken by Councillor D. Hopkins. There had been no issues to report.

**783.**

### **Report on Section 106 funds**

There was nothing to report.

**784.**

### **Request on Seminars / Joint meetings**

a) The Clerk had attended a One Voice Wales virtual meeting for large councils on the 14<sup>th</sup> of October, 2020.

b) Councillor Nigel Evans expressed concern at the issue of loneliness with many residents of the area becoming vulnerable during this pandemic. Ideas were sought on creating links with these vulnerable people, although it was acknowledged that getting to know who these people are was difficult. Local knowledge of people within their own ward, and close liaison between Councillors and local groups and organisations had been successful. The Clerk informed Members that the website had offered the support of any Councillor since March, but that only a few calls had been received. A designated COVID page with links was already in place.

**785.**

### **Date of next meeting**

Members **resolved** that the next Ordinary meeting of Council be held on the 2<sup>nd</sup> December, 2020.

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

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Chair