

**LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL**  
**MINUTES OF MEETING HELD IN LLANYBRI COMMUNITY HALL**

**16<sup>th</sup> FEBRUARY 2015**

**Chairman** Councillor DB Davies  
**Present** Councillors C Jones (Vice Chair), G Howells, A Perrett, A Cooper, B Charles,  
E Davies and M James  
**Apologies** Cllr B Ryder  
**Clerk** L Dutch

**1. DISCLOSURES OF INTEREST & DISPENSATIONS**

County Councillor Davies as Carmarthenshire County Council Chairman and County Planning Committee Vice Chairman, and Councillor Howells as Church Warden, Member of the Parochial Church Council and Llansteffan School Governor Chairman and Council Rep.

**2. MINUTES OF MEETING HELD ON 19<sup>th</sup> JANUARY 2015**

The minutes of the meeting held on 19<sup>th</sup> January were confirmed and signed as a true record.

**3. MATTERS ARISING FOR INFORMATION**

Public access along footpath 23/30 in Plas Field

It was noted that new gates and kissing gates had been installed at the entrance points and the midway point along path 23/30 that crossed Plas field. 477

Min  
No

High Street Llansteffan scaffolding

The ultimate decision on the need for traffic lights and/or parking restrictions would be made by the responsible authority, the County Council. Any Community Council involvement in the forthcoming site meeting would be solely to represent a member of the local electorate and provide views if needed on the likely impacts on traffic along the High Street. 478

Church Road Llansteffan turning circle

The issue of cars parking on double-yellow lines in the turning circle was noted and the Dyfed-Powys PCSO team would be asked to monitor the problem and take action if required to protect emergency access routes to the cliff path and castle. 479

**4. COUNTY COUNCILLOR REPORT**

The Chief Executive would remain in post, 100 staff had been granted a severance package and the Council Tax increase would be kept to under 5%. Furnace County Primary School, a new-build £10 million project, had neared completion to accommodate 480 pupils. 480

**5. HEALTH & SAFETY REPORTS**

Morfa Playground

It was noted that minor maintenance tasks would be undertaken when the weather improved, in accordance with the annual independent inspection report produced by The Play Inspection Company. A delivery of play chip would be ordered and laid before Easter. 481

Carrier's Lane

Repair of the loose fencing and damaged paving stones was on hold whilst the County Council focused on the housing planning application for Carrier's field. 482

Morfa

Clearance of bramble and vegetation on the two folly bridges was work in progress. Damage to 483

the perimeter chain-link fencing in the corner opposite Coedmor was reported, apparently caused by footballers gaining access from the Morfa pavilion to the front football pitch. The Sports Club had applied for a Morfa maintenance grant for 2015 and the Morfa Management Committee had met with the County Flood Drainage Officer on 10<sup>th</sup> February to consider the county proposal to fill the pond with excavated sand. The Vice Chair suggested that the narrow strip of land between the MUGA and school could be designated as a wildflower meadow and perhaps the school might be interested in using it as a teaching resource.

**Resolved**

- i) That the sum of £750 be granted to Llansteffan Sports Club as a contribution towards the maintenance of tractors and mowing machinery during 2015;** 484
- ii) That Llansteffan Sports Club be approached with the suggestion that the Club contacts Llansteffan Primary School to see whether it may be interested in the land between the MUGA and school being managed as a wildflower meadow.** 485

**Croft and Headland Path**

No reports supplied due to ill-health of Cllr Dr Hunter. 486

**Hen Gapel**

The local builder would undertake roof repairs in the spring on condition that the Council purchased the necessary materials. No evidence of slates at risk of slippage. Vegetation growth on the walls still needed to be controlled. The dead Christmas tree would be removed. 487

**6. MORFA PLAYGROUND MAINTENANCE CONTRACT**

The Clerk reported that a vacancy had arisen and a letter of thanks had been sent to the retiring grounds maintenance man. It was agreed that the position should be advertised locally as one that would suit a local resident with experience of grounds maintenance and provision of tools and machinery including a lawn mower and hedge trimmer. Members agreed that tasks should include grass-cutting inside the playground and around the perimeter of the boundary hedge to a 1 m width during the growing season, hedge-cutting on an annual basis, the laying of play chip as and when required and basic play equipment maintenance such as oiling moving parts, replacing swing seats and reporting health and safety issues, for a yearly payment of £500. The post would include the sweeping of tree debris in the autumn/winter in Carrier's Lane, payable at £10 per hour. 488

**Resolved**

**That a local advert for the post of Morfa Grounds Maintenance be publicised and applications be requested for consideration at the March meeting.** 489

**7. PAYMENT OF ACCOUNTS**

**Resolved**

**That the following accounts be approved for payment:-**

SE Dutch	Clerk's salary/expenses (now 15 hours per week)	799.16	490
HMRC	Employer's NI quarterly payment (Feb, Mar, Apr)	36.19	491
Carms County Council	Footway Lighting 2014-15	2,332.94	492
One Voice Wales	Subscription 2015	163.00	493
Llansteffan Hall	Hall Hire 2014	90.00	494
Pro Print	Copies	14.53	495

**8. CORRESPONDENCE**

**Resolved**

**That the following items of correspondence be noted:** 496

Welsh Government	Appointment of Members to Community Health Councils
Natural Resources	
Wales	High Spring Tides'15: 21 <sup>st</sup> Feb, 22 <sup>nd</sup> Mar, 31 <sup>st</sup> Aug & 28 <sup>th</sup> Sept
Mid/ W Wales Fire	
And Rescue	Carms Community Safety News "Building Safer Communities"
Eden Landscapes	Eden Landscaping and Gardening social enterprise, Llanelli
Carms County Council	Third Sector Funding Review – impact assessment survey

National Assembly - Powers of the Public Services Ombudsman for Wales (PSOW)

An e-mail was received publicizing the launch of a consultation into the consideration of strengthening the powers of the PSOW. Deadline 20<sup>th</sup> March. Several members indicated that they planned to respond on an individual basis. 497

Carms County Council - Member's Code of Conduct, training & websites

A letter was received recommending the following good practice:- (i) all agendas to include a standing item 'Declarations of Interest'; (ii) members with an interest in subsequent agenda items should declare the item and the nature of the interest (personal or prejudicial); (iii) when these agenda items were reached, the member should reiterate that interest and proceed to act in accordance with the Code; (iv) the minutes should record the name of the councillor, the item to which the interest related, the nature of the interest declared and the action taken by the councillor; (v) dispensations to speak and not vote should be sought where a councillor was involved with a community or voluntary organization, on the basis that members were elected to serve their communities. 498

It was noted that adopting this good practice was all the more important given the scheduled coming into force of S. 55-57 of the Local Government Democracy (Wales) Act 2013 in May 2015, which will require all local councils to publish their agendas and minutes online. Code of Conduct training would take place in County Hall in May 2015. 499

Carms County Council - Town & Community Council Liaison Forum

An e-mail was received requesting that all local councils nominated one representative to attend the Liaison Forum meetings in Carmarthen. 500

**Resolved**

**i) That Cllr. Howells be nominated to serve as the Council's representative on the Carmarthenshire Town and Community Council Liaison Forum;** 501

**ii) That the Clerk be requested to attend meetings of the Carmarthenshire Town and Community Council Liaison Forum whenever possible.** 502

**9. PLANNING MATTERS**

**Resolved**

**i) To note that no comments be raised on planning grounds to the following planning application, but to express extreme disappointment in the fact that this represented a 'retrospective' application:** 503

W/31560 Retrospective – Extension to existing cattle shed on a site opposite Pentowyn for Mwche Farm, Llansteffan

**ii) To note the following planning appeal:** 504

APPEAL 1158 / W/31268 Section 78 Appeal relating to Plots 1-3 Heol Faen, Llanybri for three family dwellings – based on the view that Highway's Department requirements were too onerous and did not respect Welsh Government guidance.

**iii) To note the following planning decision:**

505

W/31276 GRANTED Removal of Condition 5 on W/20173 (Buffer zone to be kept free of development) at Plot 2 Parc Clomendi Llansteffan.

**10. LLANYBRI PLAYGROUND – LAND TRANSFER & EQUIPMENT TENDERS**

The Playground Sub-committee had met on 4<sup>th</sup> February and reported as follows. The landowner's solicitor had forwarded three legal documents for the Council's consideration: Transfer of Part of Land (TP1), Option Agreement (giving the landowner the right to claim back the gifted parcel of land during a forty year period should it not be developed as a playground, or should it fall into disrepair, and a Permissive Path Agreement (allowing the public to use an off-road footpath to access the playground, on the basis that the Council maintained the path and provided insurance cover). Whilst members raised no issues relating to the general content of the documents, it was agreed that the matter be dealt with by an independent solicitor.

**Resolved**

**That Red Kite Law be requested to act as independent solicitor to double-check the Transfer of Part, Option Agreement and Permissive Path Agreement documents to ensure that all was in order and that the Council's interests were protected.**

Tenders for the supply and installation of specified play equipment and safety surfacing had been received from Sunshine Playgrounds, Wicksteed and Hags-snp, all recommended by independent playground professionals. Following detailed consideration, the sub-committee had recommended that Sunshine Playgrounds be selected as the winning company for the following reasons:-

1. Agent for Kompan, world specialist in quality play equipment manufacture.
2. Well recommended by Play Inspection Company, John Bedford-Clark of RYNAT and Carmarthen County Council.
3. Carmarthen County Council had recently selected Sunshine to install a large playground in the Millennium Coastal Park.
4. A site visit to Parc Morlais, Llangennech – a Sunshine playground – had identified quality, robust, attractive equipment and professional installation.
5. Kompan offered galvanised steel play equipment with colourful HDPE panels, steps, slides and seats which were very low maintenance.
6. Lifetime warranties provided on galvanised structural parts, steel poles, cross beams, floor frames, top brackets, stainless steel hardware, HDPE (high density polyurethane) panels.
7. Other warranties provided: 25 years on structural metalwork (sports walls); 10 years on Sundeck safety grass; 5 years on paintwork.
8. Tender provided the best discount of £9,413 and the most competitive price for artificial grass surfacing with foam shock matting of £7,800 for 200 square metres (supply and installation).
9. The company preferred to work closely with the Council, parents and children to choose the exact play equipment, surfacing and design that suited local needs.

**Resolved**

**That Sunshine Playgrounds be selected as the winning playground company to undertake the Llanybri Playground Project, subject to sourcing external grant aid.**

**11a. MONTHLY AGENDAS - PAPERLESS AGENDAS & MINUTES**

Cllrs. Cooper and Jones had expressed an interest in the Council adopting the supply of 'paperless' agendas and minutes procedure. The Clerk had subsequently received the following advice from the SLCC National Legal Officer: *"At present there is no provision for sending the summons (with the agenda and reports) electronically for community councils in Wales. (In England the equivalent provision has just been amended to allow this.) But in practice some councils send the summons by email and, although not lawful under statute, it is*

not likely to be challenged provided any of the members who receive their summons this way have requested it and have not withdrawn their consent”.

**Resolved**

- i) That Council agendas and minutes continued to be distributed in hard copy form; 511
- ii) That should any member specifically request in writing to the Clerk that they wished to receive ‘paperless’ agendas and minutes only, that this written request be accepted with the understanding that there was no legal provision to do so in Wales at present. 512

**11b. MONTHLY AGENDAS – PUBLIC CONTRIBUTION ITEM**

SLCC advice papers attached to the agenda were taken as read. In sum members of the public take their authority from the Standing Orders that the Council had adopted for the running of the meeting. Such individuals are invitees who were assisting the council in its processes i.e. they do not however take part in decision-making. Any public participation therefore must be properly managed in a way that had a clear beginning and end. The Clerk identified some pros of a public contribution standing item in so far as Welsh Government advocated openness, transparency and community engagement; also being inclusive should encourage more local residents to consider standing as councillor, as well as promote mutual understanding. 513

A lively discussion took place with members expressing a wide variety of views. Whilst some felt that local people should be made aware that they could contribute to any item listed on the agenda, other members considered that their role was to speak on behalf of the local electorate. It was noted that some individuals might prefer to present their own opinions at meetings and that many would not have knowledge of the written provisions that permit public participation as recently approved within the Council’s Standing Orders. 514

**Resolved**

- i) That the introduction on Council meeting agendas be amended to read *“Members of the public are warmly invited to attend and may make contributions.”* 515
- ii) That Council authority would not be given for a standing item entitled “Public Contributions” or “Public Participation” to be included on Council meeting agendas. 516

**12. SECTION 137 DONATIONS**

Cllr. DB Davies (Chair of Llanybri Hall), Cllr. Howells (Council Rep on Llansteffan School Governing Body) and Cllr. Cooper (Council Rep on Llansteffan Hall Committee and First Responder) declared a personal interest due to their involvement with local institutions and organisations. In consequence, they contributed to the discussions but not to the vote on the applications for funding to which they had declared an interest. 517

Members were supplied with a list of 2014/15 applications that included six from the local community, nine from Carmarthenshire and eight from outside the county. The clerk reminded members that Section 137 of Local Government Act 1972 permits the Council to spend on activities for which it has no other specific powers, if the Council considers that the expenditure is in the interests of and will bring direct benefit to its area or any part of it or all of some of its inhabitants, providing the benefit is commensurate with the expenditure. The Council agreed that local requests would be prioritised in view of the limited allocation of £1,000 having been approved in the 2014/15 budget. 518

**Resolved**

- i) That the following 2014/15 donations be made under Section 137 of Local Government Act 1972:- £380 to Llanybri Community Hall, £380 to Llansteffan Memorial Hall, £115 towards Llansteffan Primary School swimming lessons for 2015, £100 to Cylch Meithrin Llansteffan towards a gardening project and £25 to The Royal British Legion Poppy Appeal; 519
- ii) That the following 2015/16 donation be made in April 2015 under Section 137 of Local Government Act 1972:- £700 representing the balance required to cover 520

**Llansteffan Primary School swimming lessons for 2015, on the grounds that this sum was allocated in the 2015/16 budget.**

**13. MEMORIAL SEATS FOR 2015**

Cllr. E Davies declared a prejudicial interest, having been employed as the Council's contractor to build new plinths and remove and install seats during 2014. He took no part in the discussion and vote. 521

The Clerk reported that out of the four applicants recorded on the Council's waiting list, only two wished to proceed. It was suggested that the Written Agreement and tender documents used in 2014 be amended and publicised. The Vice Chair drew member's attention to the fact that the Sainty family had kindly volunteered to repair public seats by Old Cottage, the Bridge and Church Road turning circle. 522

**Resolved**

- i) That the Memorial Seat Written Agreement be amended to read: *"If you wish to install a new seat on an existing plinth on a site approved by the Council, the costs of relocating the existing seat, including creating a new plinth in the new location, must be met by yourselves"*; 523
- ii) That the Memorial Seat Tender document be amended to refer to two seats only and publicised on local notice boards with a closing date of 6<sup>th</sup> March; 524
- iii) That the Vice Chair be authorised to give the Sainty family the go-ahead to undertake repairs on a voluntary basis to the seats by Old Cottage and Church Road turning circle; but that Council contact be made with the County Council regarding the damaged seat by the bus shelter on the Bridge. 525

**14. MATTERS FOR INFORMATION ONLY**

- The large number of dogs being exercised on Llansteffan beach was of concern, in particular when this related to the increasing frequency of packs of up to five dogs. 526
- The sunken pavement over the brook near Castell Rhingyll remained a hazard. 527
- Vehicles travelling at speeds of up to 40 mph along High Street Llansteffan had generated many complaints on health and safety grounds. 528

The meeting closed at 21:35

**DATES FOR YOUR DIARY:**

**Monday 20<sup>th</sup> April 2015 in Llansteffan Memorial Hall**

**Monday 18<sup>th</sup> May 2015 in Llanybri Community Hall (Includes Annual Meeting)**

Signed..... Chairman/Vice Chairman Date .....

