

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

**20<sup>th</sup> JUNE 2016**

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

**1. DISCLOSURES OF INTERESTS & DISPENSATIONS**

The Monthly Register was circulated. Cllr DB Davies disclosed an interest in Item 14 Planning W/35272 on the basis that he knew the applicant. Cllr Howells disclosed an interest in Item 14 Planning W/31230 on the basis of being an adjoining property owner; and also in Item 10 Clerk Recruitment on the basis of having had a long-term friendship with one of the applicants. Min No

The Vice Chairman temporarily took the chair and introduced the second item on the agenda. 73

**2. ELECTION OF CHAIRMAN**

It was resolved that Councillor E Davies be elected to serve as Chairman for the ensuing year. 74  
The Chair thanked members for their support.

**3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman duly signed the declaration of acceptance of office and took the chair. 75

**4. MINUTES OF ANNUAL MEETING HELD ON 16<sup>th</sup> MAY 2016**

The minutes of the meeting held on 16<sup>th</sup> May were confirmed and signed as a true record. 76

**5. MINUTES OF COUNCIL MEETING HELD ON 16<sup>th</sup> MAY 2016**

The minutes of the meeting held on 16<sup>th</sup> May were confirmed and signed as a true record, 77  
subject to the replacement of the word 'valid' with 'valuable' in line 10 of Minute 16.

**6. MATTERS ARISING FOR INFORMATION**

Japanese Knotweed

The County Council had denied that the large clump of knotweed opposite the Old Bakery 78  
below the sea wall was on land in their ownership. Crown Estate only owned the foreshore up  
to the mean high tide mark. Knotweed had also been identified in Carrier's Field.

Maen Melyn gateway

Cllr DB Davies had spoken with the landowner regarding the dangerous traffic incident. John 79  
McEvoy had offered to meet members on site on either 28<sup>th</sup> June, 30<sup>th</sup> June or 1<sup>st</sup> July.

Member's Code of Conduct training – County Council chamber

The Chair and Cllr Taylor reported that the session had been useful. A leaflet had been issued 80  
to help members identify whether they needed to disclose a personal or prejudicial interest in  
an agenda item. The Standards Committee encouraged councillors to apply for a Dispensation  
well in advance to speak and vote on an item in which they had an interest. Application forms  
were available from the Clerk. The provision to apply online will be made in the near future.

**7. LLANYBRI PLAYGROUND INSTALLATION REVIEW**

The Clerk's role had been to serve as the one point of communication between the Council and 81  
the Sunshine Playgrounds' Contract Manager, who had accumulated 15 years of experience in

dealing with Kompan play equipment. The Clerk's role had involved (i) ensuring that the terms and conditions of the signed Contract were adhered to; (ii) receiving and relaying progress updates; and (iii) raising any queries and issues with the Contract Manager on behalf of the Council and Playground Sub-group. The lack of Heras fencing when works commenced was a reasonable concern of the Sub-group (site foreman had considered it was an isolated site). This reason was not accepted by the Contract Manager and the matter had been addressed.

Council had decided to exclude 'groundwork preparation' from the playground tendering process; instead a local contractor had been appointed on a more cost-effective basis. Council had moreover resolved that the sum of £1500 allocated in the budget should cover the groundworks. In reality this figure proved to be inadequate, only covering the labour and machinery required to excavate and level the pads for the play equipment. In consequence, additional expenditure on labour, machinery and materials to create the necessary ground surface for play equipment installation had been incurred by the contracting company, which lay outside the terms of the Contract. 82

On 29 March 2016, the Playground Sub-group had met with the Contract Manager to finalise the Kompan play equipment choices. It was agreed that two multi-play units (instead of one) be selected to cater for both 2-6 year olds and 6-12 year olds. It was also agreed that one larger springer for up to 4 toddlers be selected. Despite significant additional expenditure and site area implications, the Contract Manager supplied a revised quotation indicating an increase of only approximately £1,000 expenditure. At the outset, the company had chosen the Llanybri project as the one community project it had wished to support for 2015/16 and a discount well in excess of £10,000 had been awarded. With regard to external grants and donations secured, the Council still awaited receipt of £9,018.88 (Bernard Sunley Foundation, Garfield Weston Foundation, Llanybri Community Association and Llanybri Rangers). 83

Regarding timescales, the Contract specified that professional installation of the play equipment and safety surfacing, and the post-installation inspection, should be completed by May/June 2016, or at the very latest, before 20th July 2016 (the start of the school summer holidays) should an unavoidable delay be incurred. The Council's delay in ordering the MUGA Sports Wall due to funding constraints, plus the manufacturer's backlog, had meant that installation should take place in later July. 84

Cllr Charles provided a personal overview of the installation process. In the interests of public health and safety and the longevity of the multi-play unit for 2-6 year olds, the contractor's recommended course of action to cut the galvanised steel poles by 300 mm and embed the pole ends in concrete to produce the required 600 mm depth underground had been questioned. The company then agreed to hire a mechanical breaker to excavate solid rock to a 900 mm depth at its own expense. Complications with the safety fencing on 18th/19th June resulted in the Chair, Cllr Taylor and the Clerk apologising for not advising the Sub-group that the safety fencing had been re-erected, on the basis that Contract completion and the independent playground inspection had not taken place. Cllr Charles informed members that wooden picnic tables had been constructed free of charge by a local carpenter. Llanybri members had agreed that the community park be named "Parc Ades" in tribute to Mr Adrian Sharp who had generously gifted the land and an appropriate sign would be made. A grand Opening Day would be held in the summer. 85

#### **Resolved**

- i) That the Llanybri community park and playground be named "Parc Ades"; 86
- ii) That a grand Opening Day be planned for summer 2016. 87

### **8. RESTORATION PLAN FOR THE GREEN & POSITION STATEMENT**

The County Council had requested a Position Statement from the Council regarding the 88

restoration of The Green and car parking on The Green. A draft statement had been circulated with the agenda. The latter had been superseded by the receipt of a Method Statement for Phased Restoration of The Green over two growing seasons which was read out to members. This statement had been produced by the Rural Conservation Manager and agreement had been reached with Technical Services that the scheme could be funded in full.

Cllr Jones had undertaken a car count on Bank Holiday Monday 30<sup>th</sup> May at 2:00 pm, sunny: 91 cars in beach car park (full); 70 cars in northern end of The Green (not full); 20-30 cars from Old Bakery to Y Garth; and 60 cars in the vicinity of the concrete chamber. It was therefore considered that restricting vehicles from the damaged area for two growing seasons would be unlikely to have a significant impact on visitor parking and traffic congestion within the village. 89

**Resolved**

- i) **That the County Council Method Statement for the Phased Restoration of The Green Llansteffan over two growing seasons be approved and remedial actions be undertaken as soon as possible;** 90
- ii) **That the Method Statement for Restoration of The Green be forwarded to Llansteffan and District Tourist Association for information.** 91

**9. CLERK'S CONTRACT OF EMPLOYMENT & RECRUITMENT PROCESS**

The draft contract of employment had been based on the Society of Local Council Clerks' model contract. Queries were discussed and amendments agreed. 92

The Clerk reported that three candidates had applied for the post of Clerk/RFO. The recruitment process and draft interview questions were discussed in detail. 93

**Resolved**

- i) **That subject to the inclusion of the agreed amendments, the draft Contract of Employment for the new Clerk/RFO be approved;** 94
- ii) **That the recruitment process for the new Clerk/RFO be approved as follows: (a) all three applicants to be interviewed; (b) interview date to be Thursday 7<sup>th</sup> July; (c) members to meet at 6:30 pm and interviews lasting 30 minutes to commence at 7:00 pm; and (d) references not to be taken up until after the interviews.** 95

**10. COUNTY COUNCILLOR'S REPORT**

Cllr DB Davies had spoken with the owner of Maesgwynne Farm regarding the dangerous traffic incident between a tractor exiting the farm gateway near Maen Melyn without due care and trapping a passing vehicle. The Traffic Management Officer would meet on site. A slot had been booked with 'Carmarthenshire News' to publicise the Llanybri playground and a date for a photoshoot was agreed. Highways had been alerted over Bank Holiday weekend to remove over 1,000 jellyfish from Llansteffan beach, following a report received from Cllr Cooper. 96

**Resolved**

**That a photoshoot in Llanybri playground be organised for 23<sup>rd</sup> June at 6:30 pm.** 97

**11. HEALTH & SAFETY REPORTS**

**Morfa Playground**

Minor paintwork would be undertaken during the summer. The litter bin issue appeared to have been rectified with the re-siting of the larger bin outside the playground gate. 98

**Carrier's Lane**

Numerous complaints had been received, particularly from parents and children using the 'safe route to school', about the highly overgrown footpath and field. The poor state of the fencing and footpath surface remained outstanding. 99

**Resolved**

**That the County Rangers be urged to cut Carrier's Lane with immediate effect.** 100

Morfa  
No report supplied in Cllr Cooper's absence. 101

Croft  
Herbicide had been applied near the kissing gate and seats. Carnations and begonias made a colourful display. Minor littering and more regular dog fouling. 102

Headland Path  
The approaches to First and Second Steps had become grossly overgrown – including access to the lifebelt installations - and small branches still impeded safe passage down the slope to Scotts Bay. The sawn branch behind the shelter still required removal; the cliff path had not yet been scraped and little progress had been made in addressing the outstanding issues raised with Countryside Access. Too many dogs on restricted main beach. Horse droppings and hoof prints were evident along the path which was not a registered bridleway. The Wales Coast Path route above The Pheasantry was overgrown. Cllr Howells highlighted that Milford Haven Coastguards had been in touch about the Scotts Bay lifebelt and problematic public access. 103

**Resolved**

- i) That the Countryside Access Team's contractors be requested to address the outstanding issues along the headland path; 104
- ii) That the Countryside Legal Officer be requested to secure completion of the Footpath Creation Agreements and Dedication at The Pheasantry; 105
- iii) That the Country Park Ranger in charge of inspecting lifebelt installations on a monthly basis be alerted to complaints raised by the public and Milford Haven Coastguards regarding the lifebelt in Scotts Bay – too high and overgrown. 106

Hen Gapel  
It was reported that the buddleia had re-grown above the window openings at the gable end. Otherwise the grounds were well-maintained. 107

**Resolved**

That Cllr E Davies be thanked for volunteering to remove buddleia at Hen Gapel. 108

**12. PAYMENT OF ACCOUNTS**

**Resolved**

That the following accounts be approved for payment:

NAME	DETAILS	AMOUNT	
SE Dutch	Salary/expenses	777.61	109
Auditing Solutions	Internal Audit 2015/16	216.00	110
SWALEC	Castle Lights - Feb to May 2016 (DD)	88.84	111
Sunshine Playgrounds	Installation of Play Equipment - Llanybri	15450.00	112
Local World	Recruitment advert - 2 wks - 2 papers	218.52	113
<b>TOTAL:</b>		<b>16750.97</b>	

**13. CORRESPONDENCE**

**Resolved**

That the following items of correspondence be noted: 114  
Mid & W Wales Fire

NALC/SLCC – 2016 to 2018 National Salary Award

An email had been received and the document filed in the Recruitment file. 115

Angela Burns AM - Sustainable Drainage Schemes

A letter had been received enclosing information promised in the meeting convened by Angela Burns AM in Llansteffan in the spring. 116

J McEvoy - Speed Data High Street Llansteffan

An email had been received supplying the speed data statistics. No comments received. 117

N Colbourne – Llansteffan Memorial Seat request

An email had been received requesting permission to site a seat in memory of a very young child who had tragically passed away in her sleep. Possible sites along Llansteffan sea wall included near the beach playground and towards the football pitch. 118

**Resolved**

**i) That the request for a memorial seat to be sited along Llansteffan sea wall be approved, subject to a suitable site being available, and the applicant signing the written agreement and paying for purchase and installation costs;** 119

**ii) That the clerk be given delegated authority to proceed with site investigations and communications with the applicant.** 120

Financial Requests

Shelter Cymru 121

**14. PLANNING MATTERS**

Cllr DB Davies declared a personal and prejudicial interest in W/35272 – the applicant being a close friend and former employer - and offered to leave the room. Cllr G Howells declared an interest in W/31230 as an adjoining property owner and would discuss but not vote. 122

**Resolved**

**i) That no comments be made to the following application:** 123

W/33878 Rear single-storey extension to accommodate kitchen facilities at Ben Harries Institute, Llansteffan.

**ii) That a Planning Committee meeting be held on 24<sup>th</sup> June at 6:30 pm in Llansteffan Hall to discuss the Council's responses to the following applications, with delegated powers to submit the Council's responses to the County Council:** 124

W/31230 RE-CONSULTATION - 16 residential units & public car parking areas on land to the rear of Maesgriffith, Llansteffan.

W/33955 Double-storey rear extension at Crystal Cottage, High Street, Llansteffan.

**iii) That an update be requested from the Local Planning Authority on the progress of the following application, in light of the Council's previous objections:** 125

W/35272 Three bedroomed farm dwelling on land opposite Pentowyn, Llansteffan.

**15. MATTERS FOR INFORMATION ONLY**

- Individual councillors could still comment on the applications for large farm sheds at Cwrt Malle and Cowin Grove. 126

- Llansteffan, Llangain and Bancyfelin Primary Schools would now be managed by the same Headmistress, Mrs T Jones - a new project which should attract funding. 127
- Cllr Jones read out Chair's Allowance Statement - £29 receipt for printer ink cartridge and £71 donation to Llansteffan School towards cultural or artistic projects. 128
- Concerns raised about no defibrillator available in Llanybri. 129
- Maesolbri Llanybri – grass bank alongside the road had not been cut. 130
- Llanybri recycling bottlebank – padlock had been cut off. 131
- Cllr B Ryder wished to attend Planning Committee meetings. 132
- Llanybri backroads – overgrown – used to be sprayed with Roundup. 133
- Llanybri hedges near Dolau – overgrown – cut delayed to protect wildflowers. 134

The meeting closed at 21.55.

**DATES FOR YOUR DIARY:**

**Monday 19<sup>th</sup> September 2016 in Llansteffan Memorial Hall**

**Monday 17<sup>th</sup> October 2016 in Llanybri Community Hall**

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

