

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

16th MAY 2016

Vice Chair Councillor G Howells
Present Councillors C Jones, D Hunter, DB Davies, A Cooper, S Taylor, M James and B Charles
Apologies Councillor E Davies, Chair-elect
Clerk L Dutch
Attending PCSO Christopher Taylor, Mrs G Cole, Mr H Iorwerth, Mr S Beard, Mr S Davies and Mr J Sandell

1. DISCLOSURES OF INTERESTS & DISPENSATIONS

The Clerk explained that the Local Government (Democracy) (Wales) Act 2013 (Commencement No.2) Order 2015 required that the Register of Members' Interests, which must be declared on a monthly basis in relation to specific agenda items, must be published electronically on the Council's website. Furthermore, the responsibility for establishing and maintaining this Register had been transferred to the 'Proper Officer' for the Community Council, namely its Clerk. The Register was circulated and no interests were declared.

2. POLICE REPORT

The Vice Chair welcomed PCSO Christopher Taylor to the meeting. Whitland Police Station was now operational following the closure of St Clears Police Station. Members were warned about the increasing numbers of thefts from motor vehicles being encountered across the county (place valuables out of sight), and domestic oil thefts (use dummy CCTV cameras and signage). Issues raised by members included (i) thefts from Towy Boat Club; (ii) cockle poachers – police have powers to stop and search vehicles; (iii) young lads driving silage tractors and trailers fast while speaking on mobile phones – PCSO to raise matter with Road Policing Unit and request use of unmarked police cars to gather intelligence reports; (iv) confirmation that tractors being driven on the highway must clearly display the licence plate; (v) the need for police to monitor the new playground in Heol Fain Llanybri; (vi) the need for more regular police presence in Llansteffan to control joyriding and post-exam parties; and (vii) confirmation that a vehicle that is parked over a highway junction was a police matter. The Clerk thanked the PCSO for supplying 'Go Slow' warning signs on main approaches to Llansteffan to protect the safety of the children participating in the sponsored walk on 24th April. The Vice Chair thanked the PCSO for a helpful report and discussion.

3. MINUTES OF MEETING HELD ON 18th APRIL 2016

The minutes of the meeting held on 18th April were confirmed and signed as a true record, subject to the following addition to Disclosures of Interest: "County Councillor Davies as Carmarthenshire Planning Committee Vice Chairman, Llansteffan School Governor, Llangain School Governor & Llanybri Hall Committee Chairman."

4. MATTERS ARISING FOR INFORMATION

Wheelbarrow Race Event on Morfa

The County Council as Morfa freeholder had granted permission for the races to take place subject to the necessary risk assessments and insurances being put in place. The organiser had decided to postpone the fund-raising event for several months. 11

Church Road wall collapse

It was believed that the small section of wall in question belonged to the successors of the Plas Estate; also that it was unlikely that the installation of the BT pole had contributed to the 12

Min
No

gradual collapse. The matter would be re-considered at the June meeting.

The Vice Chair asked members whether The Green Item could be brought forward. 13

Resolved

That The Green Item be brought forward out of respect for the public attendees. 14

5. THE GREEN REINSTATEMENT & MORFA SEWERAGE/DRAINAGE

THE GREEN:

The Clerk presented the advice received from the Rural Conservation Manager i.e. If the objective was to restore a grassy sward on the damaged area, the principle of no longer driving and parking on this damaged area had to be accepted by the local community for at least two growing seasons. Consequently, the County Council wished to listen to the views of local people regarding the future of The Green – 23rd or 24th May having been suggested for a consultation session - and required a position statement from the Council before an achievable Restoration Plan could be produced. In response the Vice Chair voiced his understanding that following the Angela Burns AM site meeting, the County Council intended to fence-off the damaged area of The Green from the copse opposite Coedmor. The importance of public consultation was acknowledged. 15

The Vice Chair suspended the meeting at 20.20 and invited contributions from the public. The following comments were received: (i) the damaged area covered with sand by the contractors on exiting the works site had become a racetrack and attracted more cars to park in the vicinity of the concrete chamber; (ii) the damaged area must be fenced-off and no parking permitted for 12 – 18 months to allow grass recolonization; (iii) the proposed fencing-off of the damaged area would result in visitor's cars being parked along Water Lane and The Green road itself causing traffic congestion; (iv) the County Council categorically stated that the flood drainage scheme would have no visual impact on The Green; and (v) the unrestricted parking of increasing numbers and sizes of motorhomes on The Green caused environmental damage. The public were thanked for their valid contributions and the Vice Chair re-convened the meeting at 20:45. Cllr Jones recorded her apologies for attending any meeting on 23rd May. 16

Resolved

- i) That a local consultation session facilitated by the Rural Conservation Manager and Common Land Officer be organised for 23rd May 2016;** 17
- ii) That invitation letters to participate in the consultation session be delivered by the Vice Chair to residents most affected along The Green;** 18
- iii) That the growth of invasive Japanese Knotweed opposite The Old Bakery be reported to the County Council;** 19
- iv) That the Restoration Plan for The Green be itemised on the June agenda.** 20

MORFA SEWERAGE/DRAINAGE:

Responses received from Dwr Cymru to points raised at the meeting convened by Angela Burns AM had been attached to the agenda. These included: 21

- In Jan 2016, the root cause of sewage spills and storm water overflows on the Morfa was the fact that the temporary pump on The Green was not operating overnight, during prolonged heavy rainfall. The performance of the new flood drainage scheme was critical. The storm overflow network was full to capacity (from the new concrete chamber to the Pumping Station), so storm water couldn't be discharged. Hence an extra diesel pump had to be brought in to pump storm water on to the Morfa boundary. The Pumping Station had remained pumping 24/7 at all times. There are 2 foul pumps and 1 storm pump in the Station, the latter being activated by a level controller. (Note: No link exists between the storm overflow network and the sewerage pipe system taking effluent to the treatment works – these are two separate assets with no reverse feed). As soon as the contractors started the temporary pump, the network levels dropped, pond reduced in 22

size and the Pumping Station coped as normal. Dwr Cymru must examine the storm flow network to pinpoint where flood water gets into the sewerage system.

- The view that the Community Council should not take over responsibility for the Morfa pond in a leaseholder arrangement on the basis that in the more frequently occurring extreme weather conditions, there is potential for the storm overflow from the Morfa Pumping Station to enter the pond (as evidenced in the NRW Conditional Foul Water Discharge Consent). 23
- The Carmarthenshire Liaison Forum (DC/NRW/CCC) would meet in June. 24

Resolved

That the responses received from Dwr Cymru be noted. 25

6. LLANYBRI PLAYGROUND CONTRACT

The Draft Contract for Llanybri Playground Equipment Supply and Installation had been finalised by means of delegated authority (Min.No.573) by Cllrs Charles and E Davies and the Clerk, and duly signed by Cllr Charles and Neil Pigdon of Sunshine Playgrounds on 16th May. The installation works would commence shortly. 26

Llanybri members proposed that the name of the community park and playground paid tribute to Adrian Sharp, who generously gifted the land to the Council. In terms of a good news press release, Cllr DB Davies had booked a slot in the summer edition of the Carmarthenshire News. 27

Resolved

- i) **That delegated authority be given to the Llanybri Playground Sub-group to decide on the name for the community park and playground;** 28
- ii) **That delegated authority be given to Cllr Taylor and the Clerk to produce the draft good news press release for the newly installed playground in Llanybri, to be circulated by email to members for comment.** 29

7. INTERNAL AUDIT REPORT & ANNUAL RETURN 2015/16

The Clerk reported that Auditing Solutions Limited had produced a detailed Internal Audit Report which concluded that the Council had maintained adequate and effective internal control arrangements during 2015-2016, with one or two relatively minor areas being identified where controls could be further strengthened. These included the checking and initialling of cheque counterfoils by members, the acquisition of a customised rubber certification stamp to be affixed to each expenditure receipt or invoice, and the quarterly presentation of budget performance reports and bank reconciliations to members. 30

The Clerk then presented the accounting statements, bank reconciliations and year-on-year variances, together with Sections 1 and 2 of the Annual Return for the year ended 31 March 2016, and the section certified by the Internal Auditor confirming that the Council had complied with the necessary internal procedures and controls. No issues were raised by members. The Clerk was thanked for the comprehensive financial workload undertaken with due diligence. 31

Resolved

- i) **That the 2015/16 accounting statements and Sections 1 and 2 of the Annual Return for the year ended 31 March 2016 presented the financial position of the Council and therefore be approved;** 32
- ii) **That the Annual Governance Statement completed by the Clerk be approved as being, to the best of member's knowledge and belief, accurate, complete and representative of the Council's final responses;** 33
- iii) **That the Vice Chairman and Clerk be authorised to certify Section 3 of the Annual Return for the year ended 31 March 2016 following Council approval, prior to external audit.** 34

8. FINANCIAL RISK ASSESSMENT & INVESTMENT STRATEGY 2016-2017

The Clerk presented the Financial Risk Assessment and reminded members that the 35

discounted 3-year insurance cover for 2015-18 with Zurich Municipal included Fidelity Guarantee cover of £100k, public liability cover of £10 million and index-linked property cover. Bright Pay software was being successfully used to (i) operate the payroll for the part-time Clerk and two grounds men, (ii) report Real Time Information to HMRC, and (iii) make quarterly National Insurance and Tax Payments to HMRC. The nomination of Cllr Howells in the Annual Meeting as Member Overseer for on-going internal audit checks would ensure compliance with the Internal Audit requirement. The Clerk also presented the Annual Investment Strategy.

Resolved

That the Financial Risk Assessment and Investment Strategy for 2016-2017 be approved. 36

9. RECRUITMENT OF REPLACEMENT CLERK

Cllr Taylor outlined the work undertaken by the Recruitment sub-group regarding the production of a draft Job Description and Person Specification in accordance with the SLCC model templates, Job Application Form and draft adverts for the local press and internet. These drafts had been circulated to members prior to the meeting. Whilst a considerable amount of work had been done on updating the Contract of Employment in accordance with the SLCC model template, further work needed to be done and the Contract would be presented to members for consideration at the June meeting. No amendments were proposed to the draft documents which had been circulated to members. Cllr Cooper commented that the financial duties of the Clerk/RFO had increased in recent years.

Resolved

i) That the draft Job Description and Person Specification prepared in accordance with the SLCC model templates, Job Application Form and draft adverts for the local press and internet be approved, subject to including references to the NJC salary scale LC1 SCP 22-25, and not the salary itself; 38

ii) That the deadline for receipt of completed job applications be Friday 10th June; 39

iii) That the draft Contract of Employment be considered at the June meeting. 40

10. COUNTY COUNCILLOR REPORT

Cllr Davies had met with the County Rural Conservation Manager and Landscaping Officer on The Green and stressed the need to consult with the community and reinstate The Green. A press release slot in the 'Carmarthenshire Community News' had been booked for May/June to publicise the Llanybri playground and pay credit to the external funders. Finally, the field entrance near Maen Melyn urgently needed to be re-sited to improve highway safety.

11. HEALTH & SAFETY REPORTS

Morfa Playground

Minor paintwork would be undertaken during favourable weather conditions. Regular emptying of litter bins remained a problem.

Resolved

That the Clerk be requested to ask the County Council to (i) re-site the larger litter bin outside the Council-owned Morfa playground; (ii) collect the litter on a weekly basis from the larger bin; and (iii) supply free black bin liners for the circular bin inside the play area. 43

Carrier's Lane

The long-term issues of the paving slabs at the lower end and the fencing posts at the field boundary remained outstanding, being outside local council control. The annual cut of Carrier's Lane and field would be required before Fiesta Week.

Resolved

That the County Council be requested to undertake the annual cut of Carrier's Lane and field before mid-July 2016. 45

Morfa

Several issues were reported: (i) the external meter door giving access to the electric meter and service mains had not yet been fixed; (ii) two cricket field perimeter nets were missing adjacent to Coedmor and Arfon; (iii) water logging on the football pitch; (iv) drainage pipes from the pond needed regular clearing; (v) folly bridge in need of trashing again; (vi) end of Morfa by MUGA in need of trashing and was wet underfoot; and (vii) tarmacked footpath between lower school gate and tennis courts needed surface mud removed. 46

Croft

The loose boarding at the lower end of the Croft still awaited repair. Incidences of littering and dog faeces. The avoidance of herbicide use had successfully encouraged wildflower growth. 47

Headland Path

The sawn branch behind the shelter still required removal; the cliff path had not yet been scraped; little progress made in addressing the outstanding issues raised with Countryside Access; the approaches to First and Second Steps had become overgrown, and small branches were impeding safe access on the slope towards Scotts Bay. The rubbish bunker at Scotts Bay needed more regular emptying. More warning notices required about restrictions of dogs on the main beach May to September. 48

Resolved

That the Countryside Access Team be requested to address the outstanding issues along the headland path when time and staff resources allowed. 49

Hen Gapel

It was reported that the grass had been cut and grounds were tidy. 50

12. PAYMENT OF ACCOUNTS

Resolved

That the following accounts be approved for payment:-

NAME	DETAILS	AMOUNT	
SE Dutch	Salary/expenses	803.01	51
C Jones	Chairman's Allowance	100.00	52
Llansteffan Mem Hall	Hire charges 2015/16	84.00	53
Sunshine Playgrounds	Kompan Play Equipment – Llanybri	24116.35	54
Zurich Municipal	Council's Insurance Cover 2016/17 (Yr 2/3)	525.77	55
TOTAL:		25629.13	

13. CORRESPONDENCE

Resolved

That the following items of correspondence be noted: 56

Consumer Council

For Water

NALC

NALC

Chestfield PC

Appointment of Local Consumer Advocate Wales

Procurement Legal Topic Note Jan 2016

Public Contracts Regs '15 – Standing Orders & Financial Regs

Grant Awarding Policy

Carms County Council – Code of Conduct Training & Compliance

A letter was received publicizing County Council training sessions, the launch of a new easy reference guide on personal and prejudicial interests and the need to supply Code of Conduct declaration information to the County Standards Committee. 57

Resolved

That Cllrs E Davies, S Taylor and B Ryder be encouraged to attend a County Council Code of Conduct training session on either 2nd or 16th June. 58

Fiesta Committee – Use of Morfa for Fiesta Week events

An email was received requesting permission from the Council as leaseholder to use the Morfa for the annual Fiesta events during the first week of August. A copy of the public liability insurance schedule (indemnity limit of £5 million) would be supplied in due course. 59

Resolved

That the County Council as freeholder of the Morfa be requested to grant permission for the use of the Morfa for Llansteffan’s Fiesta during the first week of August 2016. 60

Financial Requests

Sir Gar Age Cymru

61

14. PLANNING MATTERS

Resolved

That no comments be made to the following application: 62

W/33773 Reduce Ash and Sycamore trees by 40% at 2 Bethal Terrace, Llansteffan

Cllr Jones highlighted that planning applications had been submitted for two new large agricultural sheds to house 250 calves apiece at Cowin Grove and Cwrt Malle. Whilst these sites lay outside Llansteffan Ward, the implications for increased agricultural traffic on country roads in the locality would be of significance and serious objections had already been raised by the local communities. 63

15. MATTERS FOR INFORMATION ONLY

- The drain grating outside The Farmer’s arms in Llanybri had sunken in the new tarmac. 64
- An old bed, tipped at top of Plas Hill, had not been collected by County Council. 65
- Some litter bins in beach car park and on sea wall were rusty and rotten. 66
- More dog restriction notices were needed along approaches to Llansteffan beach. 67
- WW1 Memorial Service to a fallen local Welsh Guardsman on 25th May. 68
- Chair’s Allowance: £30 printer cartridge receipt; £70 donated to local school for projects. 69
- BT phone box on The Green was in a poor state of repair. 70
- Beer Barrel Challenge in aid of Velindre Cancer Hospital on 28th June. 71
- Letter of thanks to be sent to Mr and Mrs John for cladding the shelter and new kiosk. 72

The meeting closed at 22:30.

DATES FOR YOUR DIARY:

Monday 18th July 2016 in Llansteffan Memorial Hall

Monday 19th September 2016 in Llansteffan Memorial Hall

Signed..... Chairman/Vice Chairman Date

