

LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL
MINUTES OF (remote) MEETING HELD

at 7pm MONDAY 17th AUGUST 2020

PRESENT:

CHAIR CLLR CERIAN LODWICK
CLLR BETHAN RYDER / CLLR SUE ROBINSON
CLLR ZOE WOODRUFF (Acting Responsible Finance Officer)
CLLR ANTHEA EVANS (Acting clerk, Proper Officer)
COUNTY COUNCILLOR CARYS JONES

1. APOLOGIES

VICE-CHAIR CLLR RHYS SCHELEWA–DAVIES / CLLR HELEN JOHN
CLLR BRIAN HARRISON / CLLR BRIAN CHARLES
CLLR MEL JAMES (unable to access Zoom)
(several Cllrs have had technical problems since the recent storm)

Also present was Liz Dutch who had provided the additional administrative support for the audit work.

The meeting started at 7.04pm

2. DISCLOSURES OF INTEREST AND DISPENSATIONS

There were no Disclosures of Interest or Dispensations for this meeting.

3. MINUTES OF MEETING HELD ON 20th JULY 2020

IT WAS RESOLVED that the minutes of the council meeting held on 20th July 2020 were accepted and signed as an accurate record of the meeting subject to the following amendments.
'The names of all Councillors present to be recorded in relation to the vote taken on the 20th July 2020' (Item 7.15)
Proposed Cllr Ryder Seconded S Robinson
Subject to a minor amendment, the word decided be replaced with agreed in Item 7.3
The acting clerk explained that the timeframe for councils to hold their AGM under the current situation was now before Dec 31st 2020. The minutes reflect that change of date.

4. MATTERS ARISING FOR INFORMATION

- **Item 5 (13) Appointment of Clerk:** Rhian Worrell was appointed to the position of clerk and will commence on 1st September 2020. Feedback has been provided for the other candidate who was interviewed.
- **Item 5 (14) Pheasantry.** Cllr Lodwick has received the information from Caroline Ferguson regarding the possibility of a Creation Order as an alternative to the Modification Order and forwarded that information to Mrs Eynon who liaised with the solicitor. A letter has been received from Edward Harris (solicitor) and this was forwarded to Caroline Ferguson. Cllr Lodwick proposed that it goes on the agenda and Caroline Ferguson be invited to the Zoom meeting on 21st September. Edward Harris is willing to come and talk to the council again if requested.

- **Item 7 Cockling in the Three Rivers Estuary**

The cockling seems to have gone well for the last few Wednesdays. Representatives from the County and Community Council have been present most weeks. The parking on the field to unload is going smoothly and on the one wet day the cocklers did keep the road clear. Marine and Fisheries have instructed that only first tide fishing is permitted and any illegal cockling is being picked up by the Fisheries and the police who have been in attendance. Anything outside the management plan is being dealt with.

- **On-site Meeting on the Green** on Monday 10th August.

Cllr Lodwick reported back on the cross departmental meeting that had taken place on Monday 10th August. County Councillor Jones invited the Chair and the Acting Clerk to the meeting, the purpose of which was to share information and build an understanding of the parking problems on the front and elsewhere in Llansteffan. Representatives from several departments were in attendance including the County Solicitor, the common land officer, a representative from highways, environment, communities, conservation, countryside access, leisure and parking.

The purpose of the meeting was to gather and share information regarding the problems that Llansteffan faces in meeting parking needs. The issue of opening up the middle section of the Green to relieve parking congestion was discussed but it was agreed that it was not appropriate, at this time, to go ahead with opening up more parking space on the Green. There was common agreement that the area from the existing County Council car park to the northern end of the Green needs to be looked at as a whole and the situation reviewed. This includes the issue of potential income from carparking / toilets and investments in the area through loans to provide a good service and excellent facilities.

Cllr Lodwick read a letter forwarded from County Councillor Jones which had been received from Richard Waters (Highways) summarising the helpful and constructive nature of the meeting. He commented on the useful information which clarified the current position and the outline discussion of potential future options. He recognised the need for parking space and the displacement effect of closing any current parking areas. He has arranged for the neighbourhood Policing Team to monitor this area on busy weekends and offered to investigate the introduction of single or double yellow lines to address specific points of concern.

It was agreed that parking will be put on the next Council agenda for discussion in order to start formulating a plan. This is an issue which has come up previously for discussion and it was recognised that one solution cannot be considered without taking account of the displacement effect of restricting the parking in one area and where that would drive the parking to.

The issue of information gathering was raised and at what point do the Council start to gather public opinions. This may be part of the wider discussion of parking and the Green. Cllr Jones shared her opinion that it is not fair to raise expectations before there are legal options to be considered.

- **Item 11 Llanybri playground** is now open, signage is in place and the grass has been cut.

5. INTERNAL AUDIT REPORT AND ANNUAL RETURNS

All the relevant documents in relation to the audit had been circulated to councillors prior to the Meeting. Liz Dutch outlined the work that had been needed to prepare and complete the

accounts for the years since 2016.

The accuracy of the accounts was confirmed by the Internal Auditor, Steve Jones, who wrote a favourable report

Discussions had been held with Audit Wales and all the information that was needed to bring everything up to date is now included.

The Governance aspect is very important and suggestions were made as to how the Community Council can continue to strengthen this area. The Community Council has already made progress in respect of monitoring and finance systems.

- Further training for councillors and the new clerk will be beneficial.
- Supportive induction for new clerk with no major projects initially to ensure all systems and procedures are in place.
- The Finance and Governance Committee will be important, with clear Terms of Reference identified.
- Important to ensure that all councillors and the clerk have copies / access to all the up to date policies and guidance e.g. Finance regulations, Standing Orders etc.
- Good induction for any new councillors.
- Continue to make good use of One Voice Wales and SLCC.
- Clarify and strengthen systems for review and budget monitoring, including the 3-year plan.

Liz Dutch was thanked for the work she had done in completing a challenging task and the support she had given to the Council.

It was resolved that the accounts be signed by the Chair and RFO and the appropriate documentation be sent to Grant Thornton who will carry out the external Audit.

Proposed Cllr Woodruff Seconded Cllr Ryder

The Chair signed the appropriate documents.

The acting clerk outlined the process for the public scrutiny of the accounts. There is a lack of information from the Audit Office regarding exactly how the documents should be scrutinised under the current circumstances. The publication of the Public Scrutiny announcement is on the noticeboards and will be on website in the next few days.

Liz Dutch left the meeting at 19.45pm

6. STANDING ORDERS

Cllr Lodwick explained that when the Standing Orders were amended in March, we had not followed the correct procedure for making a variance to them. **It was resolved** that we retain the Standing Orders as they are and the time allocated for a member of the public to speak on any one item remains at 3 minutes.

Proposed Cllr Woodruff Seconded Cllr Ryder

7. PLANNING

Consideration was given to the pre planning application submitted by Asbri Planning regarding the development in Llanybri. No objections to the planning were raised but it was agreed that we request consideration to be given to the potentially dangerous exit on to the main road, which does concern the Council

8. STREAM CLEARING / TOILET BLOCK FENCE / PLAYBARK

The acting clerk explained that Nant Jack at Lady Hamilton's Bridge is blocked by growth in the stream and under the bridge this could lead to the potential for flooding back on to Water Lane. It should be the responsibility of Natural Resources Wales but they do not have the capacity to do it. We have been offered the use of the digger that is currently in the field above the stream and the stream can be cleared for £250.00. **It was resolved** that we should go ahead with the

clearance.

Proposed Cllr Ryder Seconded Cllr Woodruff.

It has been reported that the area around the toilet block on the northern end of the Green is being used to dispose of toilet waste. This clearly is a health hazard and fencing the sides of the toilet block would prevent this. County Councillor Jones offered to see if County would do this with their internal resources. If County won't do this then the Community Council will go ahead with the work. The two quotes obtained are very close; approximately £750.00
It was resolved that if County say no then we see who can do it first.

Proposed Cllr Woodruff Seconded Cllr Robinson

Play bark has been purchased for the Morfa playground but it is insufficient. **It was resolved** that three more bags be purchased to finish the other areas. Councillors discussed the possibility of permanent safe surfaces under the equipment and it was agreed that further investigation of the cost be undertaken.

Proposed Cllr Robinson Seconded Cllr Woodruff

9. PAYMENT OF ACCOUNTS

A list of cheques paid out had been circulated prior to the meeting with cashed cheques highlighted. The only new payment is £380.00 for the grass cutting in Llanybri. It was agreed that this payment be made.

A revised budget sheet had also been circulated prior to the meeting; Cllr Woodruff explained the clarifications that had been made following queries that were made at the last meeting.

It was resolved to accept the accounts, payments and the revised budget sheet.

Proposed Cllr Ryder Seconded Cllr Robinson

10. CORRESPONDENCE

The list of correspondence was circulated prior to the meeting.

- Asbri Pre-Planning has been discussed
- Carmarthen Bay Ferries asking for signage close to the beach. It wasn't clear whose land the signage is usually on. Cllr Ryder suggested the post that is at the bottom of the Croft may be suitable and to contact the Tourist Association. Cllr Woodruff to follow up the enquiry.
- Planning; the format for planning applications has changed, it is now on excel and not in alphabetical order.
- Benches, a request for a new bench has come in from someone who has links with the village but does not live here. Agreed that it should be an agenda item at the next meeting to revise and agree a process for allocating benches which is clear to follow.
- A letter has been received from AW regarding cocklers and the donation to LLCC.
- Re letter from TJ regarding rubbish at Ferry Point. Cllr Robinson and Cty Cllr Jones updated the meeting regarding this issue, including the difficulty of dealing with absent landlords.
- The danger of overhanging trees near the Boat Club has been reported again. County Councillor Jones has spoken to the relevant person in County and it is being moved up the schedule but hasn't been done yet.

11. MATTERS FOR INFORMATION

- .Dogs on the beach: New signs have been put up, one of which was taken down by a member of the public, very soon after being erected. There is some confusion over signs near the steps by Coal Road, this is being addressed. The enforcement officers are going to do a 'blitz' on the beach but this won't be done until all the signs are in place.

There are some entrances to the beach where there are no signs. It is hoped to get information in the press also.

- Cllr Woodruff asked that the Community Council minute their disapproval of the actions of some individuals who had approached members of the community during lockdown and had put notices on cars. Many residents found this intimidating and were upset by these actions. The Community Council strongly disapproves of individuals acting in this way.
- The advice from SLCC and One Voice Wales is that Community Councils continue to have remote meetings until advised otherwise.
- The bins on the front have been overflowing. They are emptied every morning but maybe larger bins are needed. It has been exceptionally busy this year.
- Cllr Robinson asked for clarification regarding camper vans and tents on private land. Private land owners are allowed to have camper vans, caravans and tents for 28 days in any one year. There seems to be a confusion regarding how many are allowed. County Councillor Jones will seek further clarification. There is information regarding camping in Llansteffan on some websites. Difficult to remove this information.
- The boat at Ferry Point. Rhian Howells (Cooke and Arkwright) is dealing with this and County Councillor Jones has agreement that she can write to the gentleman concerned through Ferry Point yacht club.
- The emergency phone at Scott's Bay is not working. Cllr Woodruff reported it to the coastguards who are dealing with it.

12. To consider the exclusion of the press and public from the next item of business due to the confidential nature of the matter as it relates to legal matters concerning the Green.

It was resolved to delay item 13 to an Extraordinary meeting as only 5 councillors were present and all councillors need to have the information in order to make an informed decision as to the way forward. The Acting clerk to ascertain councillor's availability for a date during the week beginning August 24th.

Proposed Cllr Woodruff Seconded Cllr Ryder

The meeting closed at 9.30pm

Signed..... Date.....