

**LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL  
MINUTES OF THE (REMOTE) MEETING HELD ON MONDAY 15<sup>th</sup> FEB 2021 AT 7PM**

**PRESENT:**

**Chair – Cllr Cerian Lodwick  
Vice - Cllr Anthea Evans  
Clerk – Rhian Worrell  
Cllr Brian Charles  
Cllr Brian Harrison  
Cllr Sue Robinson  
Cllr Rhys Schelewa-Davies**

**In attendance County Cllr Carys Jones and 6 members of the public.  
The meeting commenced at 7.01 pm.**

**Item 1 – Apologies**

1. Apologies were received from Cllr James, Cllr Ryder, Cllr John and Cllr Woodruff.

**Item 2 – Disclosures of Interest and Dispensations**

2. There were no disclosures of interest or dispensations.

**Item 3 – To Receive and Confirm the Accuracy of the Minutes of the Meeting on 18<sup>th</sup> Jan 2021.**

3. **It was resolved that the Minutes of LLCC meeting dated 18<sup>th</sup> Jan 21 be signed as an accurate record of the meetings with the following amendments:**

- **Item 5 Bullet Point 2** - The minutes will read as follows: ‘The function of the CCllr’s Report was raised. The suggestion was made that if it were merely to inform people rather than be open for discussion then it be preferable to allow people to read it on the LLCC website rather than go through it in LLCC meetings’.
- **Item 17 Bullet Point 2** – The minutes will read as follows: ‘Cllr Charles raised a number of issues. 1: The sign to Llansteffan and Carmarthen on the junction of the U2158 with the C2081 between Llansteffan and Llanybri has been broken in two pieces and will need a new sign. The directional sign for Llanybri, Llangynog and Bancyfelin is fine. 2: Sections of the C2039 between Waunygroes and Coombe Lodge Farm/Cwmllyfri (Llanybri) are badly broken and sunk at the edges. Some remedial work was carried out here some time ago, but the sinking is re-occurring. The grids on one side are clear, but there are drainage issues on the Coombe Lodge side which cause a flow of water down towards Cwmllyfri – which consequently freezes. 3: The recycling bins in Llanybri are once again in a mess’.

Proposed Cllr Evans Seconded Cllr Robinson

**Item 4 – Matters Arising/Review of Actions (From Previous Meeting)**

- Telephone kiosk refurbishment plan remains ongoing. Cllr Evans stated she had written to the individuals who had previously volunteered their services to refurbish the kiosk to establish if they still wished to be involved. No answer received yet. Cllr Charles agreed to follow up the issue directly.
- Coastal Path signs. Clerk has received an email back from Sam Walker of Outdoor Recreation Service Team CCC. He has confirmed the signs are their responsibility and will get back to the Clerk with options for the signs in question.
- At the Dec meeting the Chair had asked the Clerk to investigate what other Community Councils do to assist with communication of planning applications to

**ACTIONS**

**Noted**

**Cllr Charles to follow up**

**Clerk to follow up**

<p>the wider community. This issue was not addressed and will therefore go forward to the March meeting.</p> <ul style="list-style-type: none"> <li>• Wayleave – The Clerk has contacted Open Reach and they are investigating whether the cheques for the relevant wayleave were issued. Clerk has received a copy of the Wayleave Agreement; it relates to an underground cable at the Morfa. She continues to pursue the matter of the missing annual payments.</li> <li>• Widening of the field entrance at the top of the Caravan site. Cllr Evans has investigated the conservation aspect of the issue but as all the gates on the road are metal there would seem to be no issue to pursue. The matter remains with CCC, LLCC has no further involvement.</li> <li>• Draft Budget – Query regarding the ownership of the Headland Shelter at First Steps. Clerk confirmed this is a LLCC asset even though it sits on private land, LLCC are responsible for maintaining it.</li> <li>• Hen Gapel – The slate is fixed. It is a Grade 2 Listed Building and if (in the future) LLCC wanted to consider putting a community notice board on the building or within the footprint of the Chapel a planning application would need to be presented to CCC.</li> <li>• Precept – The precept was agreed and the relevant paperwork has been submitted to CCC.</li> <li>• Complaints Policy – To be moved to the March agenda.</li> <li>• Pheasantry – A letter has gone to the National Trust detailing the Community Council concerns in relation to leasing National Trust land to the owner of the Pheasantry.</li> <li>• Safe Routes – The Chair and CCllr Jones have drafted a letter in support of the Safe Routes application made by CCllr Jones. The letter has been sent.</li> <li>• Road Sign at Down Farm – Has been replaced.</li> <li>• S.137 Grant notice has gone to Llanybri FB page but is not yet up. Clerk will follow up the issue.</li> </ul>	<p><b>Clerk to note for next agenda</b></p> <p><b>Clerk to follow up</b></p> <p><b>Clerk to note for next agenda</b></p> <p><b>Clerk to follow up</b></p>
<p><b>Item 5 – Public Forum</b></p> <ul style="list-style-type: none"> <li>• A member of the public was concerned that a post placed by them on Pobl Llansteffan had gone up and was then removed. It was in no way abusive or derogatory, but the Community Council had been mentioned. The member of public wanted to know if LLCC could shed any light on this matter.</li> <li>• The same member of the public asked if they and three other concerned members of the community could join the group getting together to address conservation in relation to the foreshore.</li> <li>• The Chair confirmed that the removal of the post on Pobl Llansteffan had nothing to do with the Community Council. Regarding issues relating to the Foreshore, as it was on the agenda (Item 18), the suggestion was made to bring the item forward if all Cllrs agreed. All members agreed that item 18 would follow on from the Public Participation Item.</li> </ul> <p>The Chair thanked the public for their contributions.</p> <p>SOs were suspended at 7.22pm for CCllr Jones to give her situation report on the Foreshore.</p> <p><b>Item 18 – Foreshore - Situation Report</b></p> <ul style="list-style-type: none"> <li>• There has been no further progress regarding meeting with the Conservation Officer due to unavailability of both parties. CCllr Jones will be moving matters forward this week with both the officer and the Crown Estate and will inform councillors and interested members of the public as and when we have progress to report.</li> </ul>	<p><b>Clerk to note for next agenda</b></p>

- A member of the public asked if any progress had been made with finding out who was going to take responsibility for the strip of land at the foreshore. CClr responded by saying that CCC were still investigating the matter, there was no commitment either way at this stage.

SOs were reinstated at 7.24pm

**Item 6 – Standing Orders – Recommendation of Working Party (Including Written Public Participation Guidance)**

- The 2018 Model from NALC was used to develop the revised draft LLCC Standing Orders. The working party had meet and gone through the Model and the original LLCC set of SOs line by line, cross referencing and updating accordingly and where appropriate.
- Cllrs had received a copy of the revised Standing Orders. Any changes made from the previous set of SOs were highlighted for ease of identification. The Head of the working party (Cllr Evans) explained that many of the changes were very minor. There were some changes to section headings and an additional section on Data Protection Legislation has been added.
- Section 3, Meetings has been amended with 3f and 3g being rewritten to reflect the Public Participation session as the working party suggest it should be going forward.
- To clarify the Public Participation section of the SOs the working party has produced a guidance sheet. It was suggested that this guidance go on the website and in the noticeboard. Cllr Evans read aloud the guidance for the benefit of the public present. The Chair stated that the guidance would come into effect at the next meeting.

**Clerk to ensure new SOs go on website  
PP Guidance to go in the notice boards and on website**

**It was resolved that LLCC accept and adopt the revised Standing Orders.**

Proposed Cllr Charles Seconded Cllr Harrison

**It was resolved that LLCC accept and adopt the Public Participation Guidance.**

Proposed Cllr Charles Seconded Cllr Robinson

**Item 7 – Production of a Conservation/Environmental Policy – Agree a way forward**

- It was suggested that a working party, made up of the members of the Plastics Committee at this early stage, be set up to research what the Community Council's responsibilities are as a public body in relation to conservation, environment etc. Cllr Evans suggested that by the March meeting or at the latest the April meeting this grouping would endeavour to have an understanding of the framework required upon which a policy could be devised. The working party could be developed further from this point to include members of the public with relevant skill sets etc.

**Plastic Committee/Clerk to do initial research**

**Item 8 – Pheasantry – To agree a way forward with DMMO**

- The Chair proposed that members agree for Mr Edward Harris to contact CCC formally in relation to the footpath in front of the Pheasantry to establish where the department is with this body of work.

**Chair will make contact with Mr Harris accordingly**

**It was resolved that LLCC accept Mr Harris' offer of making formal contact with CCC in relation to the ongoing footpath issue.**

Proposed Cllr Robinson Seconded Cllr Harrison

**Item 9 – Finance Regulations 2021 – Proposed adoption**

- All Cllrs had received a copy of the revised draft Financial Regulations which the Financial Committee had put together. The RFO explained the purpose of the

regulations in terms of governance and accountability. The Clerk confirmed that the queries raised by Cllr Robinson are addressed in the Financial regulations and procedures.

**Clerk to put new Fin. Regs on website**

**It was resolved that LLCC accept and adopt the revised Financial Regulations.**

Proposed Cllr Harrison Seconded Cllr Schewela-Davies

**Item 10 – Planning Application Response Terminology – To be agreed**

- There was a full discussion including consideration of what the Good Councillor Guide says in relation to planning response terminology and the document provided by CCllr Jones detailing possible consultation responses. It was agreed that the document detailing possible consultation responses be used going forward. The issue would remain under review to establish if the proposed terminology is fit for purpose.

**LLCC to monitor going forward**

**Item 11 – Planning Applications**

- PL/00947 – Ty Deion. Llangain, Carmarthenshire SA33 5AS: Single storey rear extension of a domestic shed.

**Clerk to inform CCC Planning Dept accordingly**

**It was resolved that LLCC would make no objections to PL/00947.**

Proposed Cllr Lodwick Seconded Cllr Evans

**Item 12 – Bank Reconciliation (Oct, Nov, Dec)**

- The RFO has completed the bank reconciliation for the third quarter. The bank and cash book balances fully as at 31 Dec 20. Cllr John went through the bank reconciliation with the RFO on Zoom. As this is not ideal what Cllr John was able to confirm was that she was happy with the procedure, the maths made sense and added up. That said her review could not be as thorough as pre COVID methods of review whereby the RFO could sit down with a member of LLCC and show the exact derivation of each number on the spreadsheet.

**Item 13 – Payment of Accounts**

RECEIPTS		
Income received since 18 <sup>th</sup> Jan 21		
DATE	DETAIL OF INCOME / PAYER	AMOUNT
29 Jan 21	Bank Interest	0.36
PAYMENTS		
Expenditure paid and pending since 18 <sup>th</sup> Jan 20		
DATE	DETAIL OF PAYMENT / PAYEE	AMOUNT
28 Feb 21	Clerk salary – R. Worrell	£486.33
	Zoom Monthly Subscription - R. Worrell (18.01.21 – 17.02.21)	£14.39
27 Jan 21	Book of 12 second-class stamps for LLCC Business postage – R. Worrell	£7.92
4 Feb 21	Annual Zoom Subscription to take advantage of reduction offered (12 months paid up front: 04.02.21 – 03.02.21)	£108.61
8 Feb 21	Filing Cabinet – refund to Cllr Evans to cover online purchase	£119.00

**It was resolved that the accounts be accepted for payment.**

Proposed Cllr Evans Seconded Cllr Schelewa-Davies



<ul style="list-style-type: none"> <li>• The Clerk had received 4 COVID banners, 2 for each village. The Clerk would put 2 up in Llansteffan and the Chair/Cllr Charles would put 2 up in Llanybri.</li> </ul> <p><b>Item 20 – To consider the exclusion of the press and public from the next item of business due to the confidential nature of the matter to be discussed.</b></p> <p><b>It was resolved to exclude the press and public from the next item of business due to the confidential nature of the matter to be discussed.</b> Proposed Cllr Charles Seconded Cllr Harrison</p> <p>Chair closed the meeting at 9.01 pm.</p> <p>..... Date: Chair Cerian Lodwick</p>	<p><b>Banners to be put up</b></p>
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