

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

**PRESENT:**

**Chair – Cllr Cerian Lodwick**

**Vice - Cllr Anthea Evans**

**Clerk – Rhian Worrell**

**Cllr Brian Charles**

**Cllr Mel James**

**Cllr Helen John**

**Cllr Brian Harrison**

**Cllr Sue Robinson**

**Cllr Bethan Ryder**

**Cllr Rhys Schelewa-Davies**

**Cllr Zoe Woodruff**

**In attendance County Cllr Carys Jones and 5 members of the public.**

**The meeting commenced at 7.01 pm.**

**Item 1 – Apologies**

1. There were no apologies.

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

2. Due to the business to be conducted at **Item 7** a number of interests were declared:

- Cllr Lodwick – School Governor at Llansteffan Primary School.
- Cllr Robinson – Joint Founder Member of the Short Mat Bowls Club.
- Cllr Evans – Sec of the Llansteffan Hall Committee.
- Cllr Schelewa-Davies – Associate of Llansteffan Sports Association, Llansteffan Hall Committee Member and a Llansteffan School Governor.

All of the above-mentioned groups/associations etc. have put forward grant requests for LLCC consideration at **Item 7**. All members were reminded that if the grant application was over £500, they could not take part in the relevant discussions. However, if the request was below £500, they could comment after declaration as a MOP as per SOs.

- Cllr Ryder declared an interest in relation to **Item 9**. A member of her family works at the shop.

**Item 3 – Minutes of the Last Meeting on 14<sup>th</sup> Dec 2020.**

3. **It was resolved that the Minutes of LLCC meeting dated 15<sup>th</sup> Feb 21 be signed as an accurate record of the meetings with the following amendment:**

Item 18 to read ‘Cllr Robinson reminded Cllrs that Cllr Evans needed a pen picture write up for the Website from each Cllr’.

Proposed Cllr Evans Seconded Cllr Harrison

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

- Telephone kiosk refurbishment plan remains ongoing. The door is being fixed and painted. Cllr Charles has asked them to bill LLCC for the goods they have used.
- Coastal Path signs. Clerk has received another email from Sam Walker of Outdoor Recreation Service Team CCC to say the coastal signs would not be rectified until post COVID. Clerk emailed him to be aware that the sign at Second Steps in Llansteffan was a H&S issue, she has not heard back.

**ACTIONS**

**Cllrs to action as required**

**Cllr Charles to follow up**

<ul style="list-style-type: none"> <li>• 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 the wider community. This issue would be addressed at the April meeting.</li> <li>• Wayleave – The Clerk confirmed that Open Reach would be prepared to replace the missing payments if their records confirm that the cheques were not cashed. She continues to pursue the payments and will inform LLCC as soon as they come in.</li> <li>• Complaints Policy – To be moved to the April agenda.</li> </ul> <p>SOs were suspended at 7.10 pm to allow CCllr Jones to give a situation report on the Foreshore issue.</p> <ul style="list-style-type: none"> <li>• Item 18 on the Feb agenda: Foreshore – CCllr Jones gave the following update. Rosie Carmichael has meet with Mr Stacey to discuss the possibility of a local nature reserve at the site. Mr Stacey is in the process of drafting a management plan which will be presented at the next meeting. At that point members of the public will be invited to join a voluntary group to help conserve, improve and maintain the site. Funding sources will be investigated to help pay for tools etc.</li> <li>• A MOP asked CCllr Jones if CCC had decided to take on ownership of the strip of Foreshore of land. CCllr Jones stated that the matter was still being considered.</li> </ul> <p>SOs were reinstated at 7.13pm</p> <p>Matters Arising/Review of Actions (From Previous Meeting) cont'd:</p>	<p><b>Clerk to note for next agenda</b></p> <p><b>Clerk to monitor</b></p> <p><b>Clerk to note for next agenda</b></p>
<ul style="list-style-type: none"> <li>• The Chair confirmed that the new Standing Orders and Public Participation document were on the notice boards and the website.</li> <li>• Production of a Conservation/Environmental Policy – Agree a way forward. Cllr Evans and Cllr Schelewa-Davies had met to look at guidance etc. and have begun to get an idea of what a policy might look like. The Plastic Committee will try to get together before the next full LLCC meeting and will present findings etc. to LLCC at the April meeting.</li> <li>• The Chair has written to Mr Harris to give him permission to write formally to CCC in relation to the footpath in front of the Pheasantry.</li> <li>• The new Financial Regulations are now on the website.</li> <li>• Letter of thanks to Mr Harding, Llanybri. The Clerk received details, address etc. today and will be writing the letter this week.</li> <li>• CCllr Jones has produced the new logo for the website.</li> </ul> <p><b>It was resolved that LLCC would accept the new logo.</b> Proposed Charles Seconded Cllr Evans</p> <ul style="list-style-type: none"> <li>• The lamp in Llansteffan High Street outside Albion House was reported via 'Fix My Street' and it is now fixed.</li> </ul> <p><b>Item 5 - Relaxing COVID 19 Restrictions – Consultation with Lowri Jones Marketing &amp; Tourism Assistant CCC</b></p> <ul style="list-style-type: none"> <li>• Lowri Jones, Cynorthwy-ydd Marchnata &amp; Thwristiaeth   Marketing &amp; Tourism Assistant Carmarthen County Council joined the meeting via Zoom to inform LLCC of CCC latest initiatives relating to the opening up Carmarthenshire to tourists in line with the relaxation of COVID 19 restrictions. She explained the situation from a County perspective and gave initial information about how Llansteffan could be supported to ensure a safe and enjoyable experience was had by all, as restrictions are lifted. Her presentation can be viewed on LLCC website.</li> </ul>	<p><b>Plastic Committee to action if time allows</b></p> <p><b>Clerk to action Clerk to contact web host and get it changed</b></p> <p><b>Clerk to put on Website</b></p>

<ul style="list-style-type: none"> <li>• Lowri Jones asked LLCC to produce and put forward priorities to her office for consideration. The Clerk was asked to coordinate responses accordingly.</li> </ul> <p><b>Item 6 – Public Forum</b></p> <p>SOs were suspended at 7.33pm to allow for the public to make contributions.</p> <ul style="list-style-type: none"> <li>• A MOP asked if CCC could be asked to remove the debris left by the contractors who did the remedial work on the beach drainage pipe a few years ago. There are concrete slabs, plastic piping etc. The MOP was concerned that the area might turn into a fly tip. In response the Chair asked the Clerk to contact CCC about the issue.</li> <li>• A MOP public also suggested a height restriction barrier be used at the entrance to where camper vans tend to overnight on the Green. The Chair stated that the whole Green issue was on-going and initiatives such as this would be looked at should it be necessary once the way forward with the Green was clear.</li> </ul> <p>The Chair thanked the public contributor for their input.</p> <p>SOs were reinstated at 7.36pm</p> <p><b>Item 7 – Donations/Grants – Awarding of Funds</b></p> <p>The following applications were received:</p> <p><b>Llanybri Hall</b> - £3000 requested for the renovation of an outbuilding. Community Councils have lawful powers to financially support community halls if they see fit under the Local Gov Act 1976 S.19. LLCC wish to assist and support every effort to regenerate Llanybri Village Hall. There was not enough money set aside in the 20/21 budget to cover this type of sum, therefore the matter would be considered at the first meeting of the next financial period (April).</p> <p><b>Llansteffan School</b> - £ 1000 requested for play equipment. LLCC have the power to donate to them under the Power of Wellbeing. <b>£1450 – Agreed by Cllrs.</b></p> <p><b>Llansteffan Hall</b> - £350 requested for a structural engineer to examine the Hall. Community Councils have lawful powers to financially support community halls if they see fit under the Local Gov Act 1976 S.19. <b>£350 – Agreed by Cllrs.</b></p> <p><b>Llansteffan Sports Association</b> - £750 this is the usual amount they receive through the licence and no application was needed. Relevant extract from the licence as follows: <i>‘The Council hereby covenants with the Club that it will provide a grant in a sum to be agreed annually for the maintenance of the land which is the subject of this licence’.</i></p> <p>They would receive £750 this year and the licence would be reviewed early into the next financial period. Any alteration to the maintenance grant would be considered at the time of review.</p> <p><b>Llangain Players</b> - £100 requested to assist with insurance. <b>No finding awarded this year.</b></p> <p><b>Short Mat Bowls</b> - £700 requested for the purchase of new bowling equipment. Any Bowls grant money is held within a specific purpose fund in the Llansteffan Memorial Hall accounts. LLCC have the power to donate to them under the Power of Wellbeing.</p>	<p><b>Clerk to action</b></p> <p><b>Clerk to action</b></p> <p><b>Clerk to note for next agenda</b></p>
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**£700 – Agreed by Cllrs.**

**It was resolved to make the awards of funding as detailed above for the Financial period 20/21.**

Proposed Cllr Charles Seconded Cllr James

**Item 8 – Tenders – Agreement of Draft Tenders**

- Draft tenders were draw up and sent to Cllrs for comment prior to the meeting. After a minor addition relating to the use of weed killer at Llanybri Playground the tenders were agreed. The two tenders (listed below) will be published on the website and in village notice boards:

1. MORFA PLAYGROUND, CARRIER'S LANE AND MORFA POND, LLANSTEFFAN
2. LLANYBRI PLAYGROUND AND HEN GAPEL

**Item 9 – Planning Applications**

- **PL/01408** - Erection of a timber building for use as a small village shop - Farmers Arms, Llanybri, Carmarthen, SA33 5HQ

**It was resolved that LLCC strongly support this application and would recommend approval of PL/01408 as it will be an asset to those living in Llanybri.**

Proposed Cllr James Seconded Cllr Charles

- **PL/00995** - Demolition of existing rear lean-to extensions - utility/workshop (30sq m). Erection of new single storey rear extension to provide holiday let (66sq m) - Brynarlais, Old Road, Llansteffan, Carmarthen, SA33 5JJ

**It was resolved that LLCC would make no objections to PL/00995.**

Proposed Cllr Charles Seconded Cllr Evans

**Item 10 – Benches**

- Ed Davies had completed the example refurbishment and Cllrs agreed the bench looked excellent. The final cost was £384 (incl VAT) and below his original quote.
- 3 benches will be refurbished and go to the 3 people currently on the waiting list.
- Cllr Evans put forward the following costs: £400 for the bench itself, approx. £36 for plaque depending on inscription, sighting – approx. £60, future maintenance £100. Therefore, she suggested the final figure would be between £500 - £1000. The exact price proposal to individuals is TBC by RFO and Cllr Evans and agreed by LLCC.
- Cllr Ryder and Cllr Charles queried whether the maintenance figure would be adequate. Cllr Robinson suggested time limited commissions. There was some further discussion relating to this issue after which the Chair stated that this issue needed more discussion at a future meeting when deciding on the future Bench Policy.
- There are 6 benches remaining and available to those who wish to commission a bench. However, it was agreed that they will fall under the new bench policy and therefore cannot be commissioned at this stage until that policy is finalized.
- As there are few benches remaining and very little space to site extra benches Cllr Evans suggested LLCC investigate other forms of memorial (e.g., Trees). Cllr Robinson suggested a memorial wall. This issue will be discussed at a future meeting.
- The Bench Policy would be drafted and presented at a meeting in the near future.
- It was agreed that 2 benches would go as they were to Llanybri Park.

**Clerk to get all relevant cheques signed and delivered**

**Clerk to put on website and in notice boards**

**Clerk to inform CCC Planning Dept accordingly**

**Clerk/Cllr Evans to action**

**Cllr Evans/Clerk to action**

- It was agreed that a spare bench could be relocated to Maes Griffiths on temporary loan for the residence to enjoy the newly acquire view. The bench will sit on sleepers. Cllr Evans is coordinating this.

**Cllr Evans action**

**It was resolved that LLCC would go ahead with the refurbishment of 3 benches for the 3 individuals on the waiting list.**

Proposed Cllr Evans Seconded Cllr Robinson

**Item 11 – Payment of Accounts/Bank Balance Figure as per latest bank statement - Agree receipts and payments**

<b>INCOME</b>		
<b>Income received since 10<sup>th</sup> Feb 21</b>		
<b>DATE</b>	<b>DETAIL OF INCOME / PAYER</b>	<b>AMOUNT</b>
26 Feb 21	Bank Interest	0.34p
15 Mar 21	*Refund from Clerk. Cheque for £14.99 was received by Clerk for <b>Feb Zoom</b> subs but cheque should have been for £14.39 as per invoice. Amount was written in error.	0.60p
<b>EXPENDITURE</b>		
<b>Expenditure incurred paid and pending authorisation since 10<sup>th</sup> Feb 21</b>		
<b>DATE</b>	<b>DETAIL OF PAYMENT / PAYEE</b>	<b>AMOUNT</b>
28 Mar 21	Clerk salary – R. Worrell	£ 486.33
11 Mar 21	Refurbishment of Bench – E. Davies	£ 384.00 (incl VAT)
19 Feb 21	Payment for 3 x swings installed in the Morfa Playground - Carmarthenshire County Council	£ 360
18 Jan 21	*Zoom Nov Subscription – R. Worrell	£ 14.39
18 Dec 20	*Zoom Oct Subscription – R. Worrell	£ 14.39

**\*Notes:**

Oct Zoom subs - £14.39 paid to Cllr Evans (Cheque number 1977)

Nov Zoom Subs - £14.39 paid to Clerk (Cheque number 1976)

**Dec Zoom Subs - £14.39 paid by Clerk but she forgot to claim refund**

**Jan Zoom Subs - £14.39 paid by Clerk but she forgot to claim refund**

Feb Zoom Subs - £14.39 paid by Clerk (Cheque number 1986) but in error claimed £14.99 (0.60p now returned to acct)

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

Proposed Cllr Seconded Cllr

**Item 12 – Health and Safety Reports**

- Cllr Charles – There is a problem with the Buddleia growing on Hen Gapel. Cllr Ryder offered her scaffolding and Llanybri Cllrs agreed they would get the issue sorted out.
- Cllr Robinson – No issues (Written report received with thanks)
- Cllr Evans – No issues.
- Cllr Woodruff – No issues (Written report received with thanks).
- Cllr Schelewa-Davies wanted to thank Mrs Williams and Mrs Dutch for their continued dedication to maintaining the flower beds etc at the top of the Croft.
- Cllr Lodwick – Dog fouling is a problem outside of the Morfa Playground.

**Llanybri Cllrs to action**

<p><b>Item 13 – Correspondence</b></p> <ul style="list-style-type: none"> <li>• See attached sheet. The Clerk went through the key items of correspondence and highlighted the main points. See Correspondence list attached.</li> <li>• Email regarding the Consultation Process Sir Gaerfyrddin / Carmarthenshire - Ysgol Gynradd Llangain, Ysgol Gynradd Llansteffan ac Ysgol Gynradd Bancyfelin. Consultation ends 4 Apr 21. The Chair and Vice-Chair will respond to the Consultation. All MOP are free to respond, the link to the Consultation Document is on LLCC website within 'Notice Board' information.</li> </ul> <p>SOs were suspended at 21.05pm to receive CCllr Jones' Report and to liaise with the CCllr on relevant issues.</p>	<p><b>Chair and Vice to action</b></p>
<p><b>Item 14 – Meeting with County Councillor</b></p> <p>CCllr Jones went through her report, a copy of which can be found on the website. The issues she highlighted were as follows:</p> <ul style="list-style-type: none"> <li>• Industrial Farming Task Force - The Task Force has met with Mr. Richards, Cwrt Malle. See CCllr Jones' Monthly Report for details.</li> <li>• Ffermio Forum - The forum has met with Ioan Williams of NRW. See CCllr Jones' Monthly Report for details.</li> <li>• Beach Play Area is almost complete.</li> <li>• Local Woodlands – CCllr Jones stated she welcomed any queries re. tree-felling/woodland clearance, and would check that any such work was authorised. See CCllr Jones' Monthly Report for details.</li> <li>• Ash Die-Back - It is likely to cause the loss of around 98% of Ash trees in Carmarthenshire. See CCllr Jones' Monthly Report for details.</li> <li>• Cockle Fishery - A debrief meeting was held with the Fisheries to review the 2020 cockle season. See CCllr Jones' Monthly Report for details.</li> </ul> <p>SOs were reinstated at 9.19pm</p>	<p><b>Clerk to put on website</b></p>
<p><b>Item 15 – Matters for Information</b></p> <ul style="list-style-type: none"> <li>• Road Sign at Down Farm – Was fixed now broken again. CCllr Jones offered to take this issue up.</li> <li>• Cllr Charles highlighted a dangerous issue that occurred in Llanybri whereby a tractor's brakes failed.</li> <li>• Cllr Charles informed members of a camper van that has been in and around the area for a few weeks. It has been reported to the Police.</li> <li>• Cllr Harrison raised the issue of the fallen branch at the corner of the Morfa cricket field near the entrance to Glan y Mor. The Clerk is to email Marcus Davies (Chair of the Sports Club) about the issue as there are a number of trees that may need attention in that area.</li> <li>• Cllr Woodruff informed members that the road from Llanybri to Llangynog was still subject to a diversion due to extensive tree cutting.</li> </ul> <p>The Chair pointed out that it was 9.30 pm and as per Standing Orders the meeting should not go on for longer than 2.5 hours without agreement from all members. Members agreed to proceed past the 2.5 - hour point. The meeting was resumed.</p> <p><b>Item 16 – The Green – Situation report (including CCllr Jones' input)</b></p>	<p><b>CCllr to action with LLCC thanks</b></p> <p><b>Clerk to email Chair of sports Club</b></p>

- The Chair read out the email from Carmarthen County Council relating to the Green. Please see copy of email attached. The Chair asked members if LLCC would be happy to assist CCC in this endeavour. Cllr Robinson stated that LLCC should look to those members such as Cllr James and Cllr Charles who have extensive knowledge of the area to assist in this matter.
- The CCllr added that the advice from the Barrister was subject to Legal Privilege and would not be shared at this time.

**It was resolved that the Green Committee and any other Cllrs who could add any information as requested by CCC would meet to discuss how to assist with CCC's request.**

Proposed Cllr James Seconded Cllr Charles

**Item 17 - Under Section 54 of the Public Audit (Wales) Act 2004 (the Act), 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.**

**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.**

Proposed Cllr Charles Seconded Cllr Harrison

Chair closed the meeting at 1001 pm.

..... Date:

Chair  
Cerian Lodwick

**Green  
Committee to  
action CCC  
request**