

**LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL  
MINUTES OF THE (REMOTE) MEETING HELD ON MONDAY 19<sup>th</sup> APRIL 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**

**In attendance County Cllr Carys Jones and 5 members of the public.  
The meeting commenced at 7.05 pm.**

**Item 1 – Apologies**

1. Apologies were received from Cllr Woodruff.

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

2. There were no declarations of interests.

**Item 3 – Minutes of the Last Meeting on 15<sup>th</sup> Mar 2021.**

**3. It was resolved that the Minutes of LLCC meeting dated 15<sup>th</sup> Mar 2021 be signed as an accurate record of the meetings with the following amendments/additions:**

- **Item 10** bullet point 3 should read: Cllr Evans put forward the following costs: £400 for the refurbishment, approx. £36 for plaque, depending on inscription, £60 for siting (approx.) future maintenance £100. Therefore, a final figure of around £600. Cllrs Evans asked if councillors would be happy if this went up to around £650, they agreed.

**It was resolved that the LLCC would go ahead with the 3 refurbished benches for the people on the waiting list.**

Prop Cllr Evans Sec Cllr Robinson

- In relation to **Item 14** Cllr Robinson noticed an omission she wanted it noted that during the March meeting she had asked CCllr Jones whether there was any possibility of the surface in the newly refurbished beach park being made wheel chair accessible. At the time CCllr Jones confirmed that she would look into the issue.

**It was resolved to accept the amendments as detailed above.**

Proposed Cllr Ryder Seconded Cllr James

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

- Telephone kiosk – remains ongoing. Cllr Charles has not heard from those involved.
- Coastal Signs – Clerk confirmed she had received a reply from CCC stating that they considered the sign at the top of Second Steps to be safe.
- How LLCC might consider disseminating planning application information – Clerk to note for next agenda.
- Wayleave in relation to the cable under the Morfa. The Clerk has chased Western Power Distribution and awaits their reply.
- Complaints Policy - Clerk to note for next agenda.

**ACTIONS**

**Noted**

**Clerk to note for next agenda  
Clerk to chase WPD again**

<ul style="list-style-type: none"> <li>• Environment policy – Cllr Evans and Cllr Schelewa-Davies have completed a major part of the work. It will be sent out to members for comment and LLCC will aim to address a draft policy at the May meeting.</li> <li>• Letter of thanks to MOP – Completed and sent.</li> <li>• Work with CCC via POC Lowri Jones remains ongoing as advised at the extraordinary meeting last week.</li> <li>• Removal of beach pipeline contract work debris – Clerk has been in contact with CCC and the issue is not yet resolved. The Clerk will continue to pursue CCC for removal.</li> <li>• The cheques for the community grants have been sent out.</li> <li>• The recent H&amp;S issue with Hen Gapel remains ongoing. Clerk to contact Cadw.</li> <li>• Road sign at Down Farm – CCllr Jones has pursued the matter and CCC have it in hand.</li> <li>• Fallen branch at the corner of the cricket field has been removed by the Sports Club. Cllr Harrison raised his concerns as per last meeting about the wider issue of dangerous trees (e.g., those with Ash Die Back etc) around the field. Cllr Evans informed members that the Sports Club had received a quote for the necessary work. The Clerk was asked to contact the Sport Club to establish when the work would be completed.</li> </ul>	<p><b>Clerk to note for next agenda Cllr Evans to coordinate</b></p> <p><b>Clerk to continue chasing</b></p> <p><b>Clerk to contact Cadw</b></p> <p><b>Clerk to contact Llansteffan Sports Club</b></p>
<p><b>Item 5 – Public Participation</b></p>	
<ul style="list-style-type: none"> <li>• A member (MOP) asked if LLCC, in the light of the increased parking and traffic problems in Llansteffan, would consider asking the Boat Club if they would be willing to allow the cocklers to launch from their jetty in order to avoid the village during the busy summer months. The Chair informed the MOP that LLCC would consider the matter and get an answer back.</li> <li>• A MOP asked CCllr Jones what was the purpose of her review of holiday homes/empty homes in Llansteffan and will anything come of it? The MOP asked if CCllr Jones would address the question during the County Councillors slot on the agenda.</li> <li>• A MOP expressed concern about how long it was taking to address the issue of the Village Green. The MOP acknowledged that CCllr Jones had given feedback at the last meeting but that feedback gave no indication of progress. The MOP expressed their disappointment.</li> <li>• A MOP asked for feedback on the situation with the last 4 years of accounts that now sit with Audit Wales for consideration. The Chair directed the Clerk to address the question. The Clerk informed the MOP that LLCC had received a Consideration Document from Audit Wales in relation to 17/18 accounts. LLCC had responded to that document and was awaiting Audit Wales final decision. The Consideration Document and the response remain confidential at this time under direction from Audit Wales. The remaining 3 years of accounts remain with Audit Wales and LLCC are yet to hear from Audit Wales in relation to those accounts.</li> <li>• A MOP asked about whether consideration could be given to getting speed bumps placed along the road in front of the Green. She expressed concern about the speed some young drivers were doing late at night when travelling along the road, passing by her house and those of others along that stretch. This was creating noise and was dangerous. CCllr Jones addressed the question and cautioned that speed bumps in themselves can create additional noise. CCllr Jones said the Police were aware of the problem and confirmed she would take the matter to CCC for consideration but informed the MOP that any traffic calming measures would need consensus from all residence.</li> </ul>	
<p>The Chair thanked the public contributors for their input.</p>	

**Item 6 – Foreshore – Mr Stacey to speak to LLCC about the way forward**

Mr Stacey gave an informed assessment of what had happened to the foreshore, what plants grow there (native and non-native species) and how such vegetation help to slow erosion. The flailing had caused ecological damage but the long-term effect was fairly minimal. He informed LLCC that he had spoken with Rosie Carmichael (CCC Rural Conservation Officer) and it had been agreed that a community group to oversee the management of the area was the way forward. He had drafted a management plan and spoke in outline about it. The plan would raise awareness, avoid over management with excessive flailing and to explain that the foreshore should be controlled for the enjoyment of residents and visitors in a less drastic way. Small groups using loppers and secateurs. He stated that the next step was to send the management plan to LLCC for consideration then form the Community/Conservation group. Mr Stacey also informed LLCC that he would organise and publish the details of a walk along the foreshore to encourage local involvement in the conservation initiative.

Mr Stacey also mentioned that Rosie Carmichael had indicated that there was a possibility of designating the land as a Local Nature Reserve and from there funding possibilities could be explored. The Chair clarified that Mr Stacey was very happy to get things moving and the Clerk would send all the relevant information (once received) to members and those who had expressed an interest to be involved at the outset.

The Chair thanked Mr Stacey for his valuable contribution.

**It was resolved that Cllr Schelewa-Davies would be part of the community group as the LLCC link.**

Proposed Cllr Lodwick Seconded Cllr Ryder

The Chair allowed a MOP of the public to speak at this time contrary to Standing Orders (SOs). The MOP asked CCllr Jones if CCC were prepared to take on responsibility for the foreshore. Their concern being that who would intervene should someone attempt anything like this again. CCllr Jones will attempt to establish ownership/responsibility for the accreted land in question.

**Item 7 – Llanybri Hall Donation**

- The Clerk reminded members of the email she sent out on 23 Mar 21 suggesting a quick process of due diligence be conducted by members prior to granting the £3000. Councillor Harrison asked what the situation was regarding the lease and the Chair stated that she had made enquiries regarding this and the insurance following the Clerk's email of March 23rd. Insurance is in place and the church are happy to renew the lease once the associations have formally merged. This has been hindered by Covid restrictions.

**It was resolved that £3000 should be given to Llanybri Hall to assist with regeneration.**

Proposed Cllr James Seconded Cllr Robinson

**Item 8 – Tenders – Presentation of tenders received, agreement on awarding of tenders**

- The Clerk informed members that two tenders had been received, one for each tender location. The paperwork had been sent to members prior to the meeting. The tenders were from the two individuals who have conducted the work previously, members agreed they were happy with the standard of work done by the two local individuals.

**Clerk to liaise with Mr Stacey accordingly**

**Cllr Schelewa-Davies to attend foreshore walk**

**Clerk to forward cheque to Llanybri Hall**

**It was resolved to accept and award the tenders to the two tendering parties accordingly.**

Proposed Cllr Evans Seconded Cllr Ryder

**Clerk to formally inform contractors**

**Item 9 – Issue of Councillors email addresses**

- The Clerk explained the significance of addressing this issue as under the Data Protection Act it was unlawful to use shared emails for Community Council business. This issue was fully appreciated and would be remedied using an agreed email format where applicable. It was agreed that Cllrs would communicate separately to address the issue. Cllr Robinson had suggested a format and on-going discussions would take place to decide the format and address this admin issue.

**Relevant Cllrs to address this issue**

**Item 10 – Social Media Policy – Proposal/Agreement**

- Elements of the policy were discussed but the general consensus was the members needed more time to digest the contents of the document. From there it was agreed that any questions should be directed to the Clerk and the policy would be revisited at a future meeting.
- It was agreed that the issue of whether LLCC should have a Facebook page for the dissemination of information only, would be discussed at a future meeting.

**Clerk to note for a future meeting**

**Item 11 – Benches**

- This item was revisited for clarification. Cllr Evans confirmed that the final price for a refurbished memorial bench would be £653.00. Individuals would pay extra for a plaque with additional wording. A fourth bench has been requested for a recently deceased local resident and it was agreed to add this to the three existing requests.

**Cllr Evans to administer**

**It was resolved to go ahead with the original 3 requests and that the fourth late request be added.**

Proposed Cllr Ryder Seconded Cllr Robinson

**Item 12 - Planning Applications**

- PL/01536 - Erection of stables - Land to the north of Plas Isaf, Llanybri

**It was resolved that LLCC would make no objections to PL/01536.**

Proposed Cllr Evans Seconded Cllr Charles

- PL/01400 - Construction of agricultural implement and storage shed to maintain land - Land adjacent to Waunygroes Caravan Park, Llanybri, Carmarthen, SA33 5AN

**It was resolved that LLCC would make no objections to PL/01400.**

Proposed Cllr Evans Seconded Cllr James

**Clerk to inform CCC Planning Dept**

**Item 13 – Payment of Accounts**

**PAYMENTS AND RECEIPTS – COMMUNITY COUNCIL MEETING 19<sup>th</sup> APRIL 21**

INCOME		
Income received since 15 <sup>th</sup> Mar – 15 <sup>th</sup> Apr 21		
DATE	DETAIL OF INCOME / PAYER	AMOUNT
31/03/21	Bank Interest	0.39

**EXPENDITURE****Expenditure incurred paid and pending authorisation since 15th Mar – 15th Apr 21**

<b>DATE</b>	<b>DETAIL OF PAYMENT / PAYEE</b>	<b>AMOUNT</b>
28/04/21	Clerk salary – R. Worrell	£ 486.33
12/04/21	SLCC ILCA Training Fee (Training for Clerk)	£144.00
24/04/21	CCC – Public Lighting Maintenance	£2094.34
19/04/21	Clerk Refund of purchase (printing paper)	£.3.35

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

Proposed Cllr Harrison Seconded Cllr James

**Item 14 – Quarterly Bank Reconciliation/Report on Annual Report progress**

- The Clerk confirmed that the bank and cash book fully reconcile for the quarter (Jan, Feb, Mar). Cllr Evans, as a member of the Fin. Committee, had inspected the paperwork accordingly and had confirmed the accuracy of the Bank Reconciliation.
- The Clerk informed members that the Annual Report was complete in draft form, it would be brought to the next meeting for approval.
- The Clerk asked members to consider an alternative Internal Auditor to the one used for the previous 4 years. She explained that in her judgement as AAT level 4 qualified the Internal Auditor in question did not do a thorough job of auditing the accounts. It was agreed that the Clerk could pursue an alternative internal auditor, the Clerk was tasked with coming back to members with possible options and quotes for the work.

**Clerk to identify alternative internal auditor options**

**Item 15 – Health and Safety Reports**

- Cllr Robinson – The Clerk had received a completed H&S form from Cllr Robinson and there were no issues to report except that Cllr Robinson wanted to ask CCllr Jones whether it would be possible to have a 'No through Road' sign at the top of Ferry Lane and at the bottom where the road diverts to Ferry Point. This is due to an increasing number of heavy vehicles driving along this road. CCllr Jones agreed to request a 'No Through Road' sign for Ferry Lane.
- Cllr Evans informed members that Ed Davies would secure the manholes on the Morfa at a cost of approx. £200.
- Cllr Evans – Fence poles at the top of Carriers lane are very loose. Not dangerous at this stage, but should be noted for possible future action.
- Cllr Charles – Cllr Charles stated that the bench was not yet installed at Llanybri Park and the problem with the gate was not yet resolved. He informed members that there was a bill in relation to the remedial work done at Hen Gapel, work done prior to discovering the H&S issue.
- Cllr Woodruff – No issue reported prior to the meeting.
- Cllr Schelewa-Davies – No issues.
- Cllr Lodwick – No issues.

**CCllr Jones to request sign (with thanks)**

**Cllr Evans would hasten the issue**

**Item 16 – Correspondence**

- See attached sheet. The Clerk went through the key items of correspondence and highlighted the main points. See Correspondence list attached.

**Item 17 – County Councillor's Report/Meeting with County Councillor**

<ul style="list-style-type: none"> <li>• Cllr. Jones raised the issue of unauthorised recording of council meetings by members of the public. This would be in contravention to SOs, anyone wishing to record a meeting must obtain prior permission for such recording. The Chair stated that this requirement would be reiterated at meetings going forward.</li> <li>• CCllr Jones then went through her report, a copy of which can be found on the website. She addressed the following issue: <ol style="list-style-type: none"> <li>1. Beach wheel chairs for Llansteffan beach/ramp access to the beach park.</li> <li>2. CCllr Jones is aware of youngsters driving on the beach at night the problem has been escalated to CCC and the Police.</li> <li>3. CCllr Jones spoke of her continued work with Lowri Jones of CCC pending the Summer season. The double yellow lines refresh on the road to the Castle will be refreshed. There will be additional refuse facilities. Parking issues remain under discussion with CCC</li> <li>4. Details of CCC Dog Fouling campaign will come out soon.</li> <li>5. Safe Routes Bid – Sadly unsuccessful, will resubmit next year.</li> <li>6. CCllr Jones gave some detail of the planning training she had attended relating to planning and biodiversity.</li> </ol> </li> </ul>	<p><b>Clerk to put on website</b></p>
<p>CCllr Jones' full report can be found on the website in the 'Community' drop down menu.</p>	
<p><b>Item 18 – Matters for Information</b></p>	
<ul style="list-style-type: none"> <li>• Cllr Schelewa-Davies stated that a couple of MOP had voiced their concerns to him about the parking issues on Clarence Hill. Chair stated that this would be considered by the parking working group in due course.</li> <li>• Cllr James voiced his concerns about the road sign at Down Farm, in his opinion it may have been vandalised and that it may not be the tractors damaging the sign. He stated that the footpath approx. 50m Llansteffan side of the entrance to Parc-y-Vicar for the first 150m is very overgrown from both sides of the path. CCllr Jones said she would check on progress of road sign on C2081 near Down Farm junction and contact PROW officer re. obstructed footpath from Parc y Ficer to Down Farm.</li> <li>• Cllr Harrison raised his concerns about why the parking working group had not yet met. The Chair explained that it might be better to leave that work until LLCC know the outcome of the Green issue. There was some discussion and it was agreed that the working party should meet and at least they could identify pinch points across Llansteffan.</li> <li>• Cllr Harrison also wanted to raise the issue of light pollution from Dylan Coastal Village in Laughne. Although it does not sit within LLCC Ward he wanted to make members aware of the problem. CCllr Jones stated that the issue had been passed to the Planning Dept for investigation and to Rosie Carmichael in her role as CCC Rural Conservation Officer. The Clerk was asked to make enquiries as to what recourse there was for those who wished to express concern to CCC about this issue.</li> <li>• Cllr Charles informed members that there had recently been a tractor fire in Llanybri and the Fire Engine was delayed in Llansteffan due to parked traffic.</li> <li>• Cllr Robinson suggested that the review done by CCllr Jones of the Highways Report some years ago would be a good starting point for the working party. CCllr Jones agreed to re-circulate Highways Update Report from the December 2020 meeting to members.</li> <li>• Cllr Evans stated that a MOP had asked about the cricket nets. She stated that the Cricket Club had received £350 from LLCC for new nets. The Clerk was asked to contact Richard Marsh in order to find out what the plan was to reinstate the nets.</li> <li>• The Chair commended the training module 'Understanding the Law' to members. She found the training excellent as did Cllr Evans.</li> </ul>	<p><b>CCllr Jones to action (with thanks)</b></p> <p><b>Working party to convene in near future</b></p> <p><b>Clerk to investigate</b></p> <p><b>CCllr Jones to re-circulate report</b></p> <p><b>Clerk to contact Cricket Club</b></p> <p><b>All Cllrs to action</b></p>

<ul style="list-style-type: none"><li>• The Chair asked for those who had done the CCC virtual Code of Conduct training last year to forward their names to Cllr Evans or the Clerk. CCC had asked for a response in relation to this information.</li><li>• The Chair announced the AGM in May. It was agreed that the AGM would start at 6.30 pm and the monthly meeting would follow on from it. The Chair informed members that she would be stepping down from the post of Chair and that Cllr Evans would be stepping down from the post of Vice-Chair. She asked members to consider whether they would be willing to put themselves forward for Chair or Vice and whether they would wish to be on any of the current committees.</li></ul> <p>Chair closed the meeting at 9.35pm.</p> <p>..... Date:</p> <p>Chair Cerian Lodwick</p>	<p><b>All Cllrs to consider for AGM</b></p>
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