

**CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI
LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL
MINUTES OF THE (REMOTE) MEETING HELD ON MONDAY 21st Mar 2022 AT 1900 hours**

PRESENT:

Cllr Brian Charles
Cllr Anthea Evans (Vice Chair)
Cllr Mel James
Cllr Cerian Lodwick (Chair)
Cllr Ian Roberts
Cllr Gareth Thomas
Cllr Hywel Thomas (Arrive at 19.42 hours)

Rhian Worrell – Clerk/RFO

In attendance CCllr Carys Jones and 4 members of the public (MOP).
 The meeting commenced at 19.04 hours

Item 1 – Apologies / Ymddiheuriadau

- Apologies were received from Cllr Schelewa-Davies, Cllr Curtis, Cllr Stacey and Cllr H Thomas sent word he would be late.

Noted

Item 2 – Disclosures of Interest and Dispensations – Agenda Items Only / Datganiadau Buddiant a Gollyngiadau - eitemau Agenda yn unig

2. There were four disclosures of interests and no dispensations.

The following Cllrs declared a personal interest at **Item 6**:

- Cllr Lodwick – School Governor (Llansteffan School Grant application)
- Cllr Roberts – Vice Chair of Llanybri Assoc. (Llanybri Hall application)
- Cllr Evans – Sec of Memorial Hall (Llansteffan Memorial Hall Application)

Noted

In addition, Cllr Evans declared a personal interests at **Item 8** – She represents the Memorial Hall Committee and LLCC on the Platinum Jubilee Committee (Llansteffan).

**Item 3 – To receive and confirm the accuracy of the minutes of the ordinary meeting held on 21 Feb 22 (Ordinary Meeting) and 7 Mar 22 (Extraordinary Meeting) / I dderbyn a chadarnhau cywirdeb cofnodion y cyfarfod a gynhaliwyd ar:
 21ain o Chwefror 2022 (Cyfarfod Cyffredin)
 7fed o Fawrth 2022 (Cyfarfod Anghyffredin)**

- The minutes for 21st Feb 22 were agreed subject to the following amendments:
 1. At Item 3 bullet point 7 ‘in his opinion’ be removed. Motion was raised because of MOP’s behaviour not the Cllr’s opinion of the behaviour.
 2. The Chair, who was not present at the Jan meeting, asked for clarification in the Feb meeting on what a donation of £1500 received in Jan was for. Her seeking clarification was omitted from the minutes. This matter is addressed at Item 5.
 3. Item 20 should read ‘over 50 tractors per day’ and not ‘50 per week’.
 4. Remove reference to Chief Constable.

Clerk to make amendments

It was resolved that the Minutes of LLCC Ordinary Meeting dated 21st Feb 22 be signed as an accurate record of the meeting subject to the amendments listed above.

Proposed Cllr Evans Seconded Cllr G Thomas

Item 4 – Matters Arising (Review of Actions) / Materion yn Codi

21 Feb 22

- Use of Herbicide – Clerk has contacted the relevant CCC Depts as advised by Darren King at CCC. No response yet from CCC. Clerk to pursue CCC.
- Recycling bins for Llanybri Play Area – Cllr Charles is asked to choose the bin he finds appropriate and let the Clerk know. She will get it ordered.
- Hard drive now with Chair for safe keeping.
- WIFI in halls – The halls understandably are not able to commit to WIFI until they understand costs. The Clerk will get a rough idea of costs by the next Llansteffan Hall Committee meeting on 20 April 22. Chair asked for hybrid meeting issue to be placed on May agenda.
- Hen Gapel – No further information. Clerk is to attempt to contact Mr Siggery.
- Defibs – Clerk to put on April meeting.
- Bell House (a National Trust asset) – Clerk reported the poor state of the Bell House to LLCC, she had provided photos showing the extent of the vegetation encroachment. The information notice board (LLCC asset) is not in a bad state but may need some maintenance in the near future. **The Chair proposed the Clerk contact the Nation Trust. It was resolved for the Clerk to contact the national Trust to inform them of the situation.** Proposed Cllr Lodwick Seconded by Cllr James.
- Morfa slide – Installation complete.
- OVW Toolkit – OVW Evaluation Meeting on 28th Feb was attended by Clerk and Cllr Curtis. Very productive, OVW will come back with a second draft soon. Clerk will keep LLCC informed.
- Approval response from Audit Wales in relation to the summary draft for publication into a local newspaper was received and the public notice has gone into the Carmarthen Journal.
- Fences that were brought down in the storm at Ger y Eglyws. CCllr Jones visited all the properties and contacted Housing Services – Housing Services have started the repair work.
- Planning Committee Terms of Reference will go on the May agenda.
- PCSOs item will appear on the June agenda.
- Notice board for Llanybri – Cllr Lodwick had requested a quote for the work from a local tradesman and it was her intention to get together with Llanybri Cllrs to identify possible location for the new notice board.
- Cllr Evans and Schelewa-Davies did attend the Platinum Jubilee meeting on behalf of LLCC.
- Emergency phone at Scott's Bay – Ongoing. Clerk in weekly contact with BT.
- PROW response – Chair and Clerk to attend to this issue.

It was resolved that the Minutes of LLCC Extraordinary Meeting dated 7th Mar 22 be signed as an accurate record of the meeting.

Proposed Cllr G Thomas Seconded Cllr Charles

**Matters Arising (Review of Actions) / Materion yn Codi
7 Mar 22**

- LLCC response to PL/02295 has been sent to CCC Planning Dept.
- Issue with muddy path behind football pitch – the Clerk has written to the Football Club.

Item 5 – Public Participation (Agenda Items Only) / Cyfranogiad y Cyhoedd (15 munud)

Standing Orders (SOs) were suspended at 19.32 hours

Clerk to chase

Cllr Charles to action

Clerk to action

Clerk to note for May agenda

Clerk to action

Clerk to note for April agenda

Clerk to action

**Clerk to note
Clerk to note**

Cllr Lodwick to oversee

Clerk/Chair to follow up

Clerk to follow up

<ul style="list-style-type: none"> • CClr Jones spoke as a member of the public – She asked whether LLCC resolved to accept the donation of £1500 listed in the Payments and Receipts for the Jan meeting. Does the public have to wait to the Annual return to find out who made the donation? • The Clerk explained that LLCC did resolved to accept the donation and that the person who made the donation was Mrs T Eynon. The donation is to assist LLCC in its efforts to establish public footpath status (DMMO) for the path running in front of the Pheasantry. <p>SOs were reinstated at 19.36 hours</p> <p>Item 6 – Community Grant Applications – Consideration of grant applications</p> <p>LLCC received four applications for financial assistance and all four applications were considered and granted funding. In summary:</p> <ul style="list-style-type: none"> • Llansteffan School - £1000 (The money will be allocated under the Power of Wellbeing, cheque to go to PTA). Note: All monies allocated under the Power of Wellbeing comes out of the S.137 allocation. • Llanybri Hall - £1500 (Audit Wales, on formal request put to them by the Clerk, have offered no objection to making this contribution to a Church asset. Money will be allocated under S.137). • Eisteddfod yr Urdd Sir Gâr 2023 - £400 C/o CClr Jones (Money will be allocated under S.137) • Llansteffan Memorial Hall - £500 (Community Councils have lawful powers to financially support community halls if they see fit under the Local Gov Act 1976 S.19). <p>Total: £3400</p> <ul style="list-style-type: none"> • Cllrs agreed that the procedure for calling for grant applications and the awarding of financial assistance needed to be reviewed and a coherent policy draw up. The Chair asked that this be brought to the June meeting for consideration. • Cllr Evans raised the possibility of making some form of contribution to the Ukraine Appeal. Community Councils are barred from making donations to charities abroad. The Clerk would investigate the possibilities available to LLCC in this regard. <p>Item 7 - Personal Interests Form – Revised draft form to be considered / accepted</p> <p>It was resolved to accept the ‘Declarations of Positions Held Within the Community by Councillors’ form, and it be completed by Councillors after the May election. Proposed Cllr Evans Seconded Cllr Charles</p> <ul style="list-style-type: none"> • Cllrs will fill in the form in May and then the Clerk will lift the information from the form and put it on the website. <p>Item 8 - Platinum Jubilee Funding Allocation Request – To consider allocating funds for drawdown by the Community Platinum Jubilee Committee under S.145 of the LGA</p> <ul style="list-style-type: none"> • There was a lengthy discussion about whether it was appropriate to issue funding to such a project and under what Section of the Local Government Act (LGA) it could lawfully be done. The Clerk explained that LLCC had powers to contribute to such events under Section 145 of the LGA. • It was decided that both Llansteffan and Llanybri would be able to draw upon a financial allocation of up to £500 each to assist with Platinum Jubilee Celebrations. 	<p>Clerk to draw up cheques accordingly</p> <p>Clerk to bring to future agenda</p> <p>Clerk/Cllrs to action in May</p> <p>RFO to administer draw down</p>
--	---

- An application had been received from the Llansteffan Platinum Jubilee Committee. If Llanybri wished to draw on the funds available the relevant POC should get in touch with the Clerk as soon as possible.

It was resolved that £500 to the Llansteffan Platinum Jubilee event and £500 to a Llanybri Platinum Jubilee event be allocated from LLCC in the form of drawdown funds.

Proposed Cllr James Seconded Cllr Evans

Item 9 - Cllr Allowance – Discussion to gain clarity of procedure for newer Cllrs

- The Clerk explained that the Cllr Allowance was £150 annually to cover consumables (printer ink, paper, telephone calls etc. no receipts required) and it would come to all Cllrs unless they sent the Clerk an 'Opt Out' form.
- The Clerk said she would send out an email and all Cllrs would be asked to respond accordingly.

Item 10 - Payment of Accounts: Agree payments and receipts / Talidau Cyfrifon: Cytuno taliadau a derbyniadau

Clerk to send out email

PAYMENTS AND RECEIPTS – COMMUNITY COUNCIL MEETING 21st MAR 22

RECEIPTS		
Income received since 21st Feb 22		
DATE	DETAIL OF INCOME / PAYER	AMOUNT
02/03/22	Payment by CCC portion of payment by Sky for filming in the Ward	£700
28/02/22	Bank Interest	£0.56
PAYMENTS		
Expenditure incurred since 21st Feb 22		
DATE	DETAIL OF PAYMENT / PAYEE	AMOUNT
01/04/22	SLCC Annual Subs	£112.00
01/04/22	One Voice Wales Annual Subs	£215
02/03/22	A. Evans – Refund for Bench Plaques	£147.90
28/03/22	Clerk Mar 22 salary – R. Worrell	£499.63
28/10/21	Solicitor's Bill relating to DMMO	£1500
08/03/22	OVW - Cllr Training Session	£15
14/03/22	Replacement of lanterns to LED – CCC Instalment 1	£625.50
15/03/22	Refund to Clerk for card payment of publication of Audit Wales Report Summary for newspaper – Media Wales (Carmarthen Journal)	£127.01
21/03/22	*Re-issue to Cllr Evans to replace lost cheque Refund of cost of plaque for Thomas bench	£52.20

Note:

*A payment to Cllr Evans for refund of the purchase of a bench plaque for a commissioned bench which was authorised in Jan (18/01/22), is being reissued as the bank have mislaid the cheque.

It was resolved to accept the payments and receipts.

Proposed Cllr Evans Seconded Cllr Charles

Clerk to administer payments

<ul style="list-style-type: none"> The Clerk informed Cllrs that she had received the invoice for the Morfa slide that day which is why it does not appear on the Payment and Receipt list. The Clerk asked for permission to get the invoice paid. <p>It was resolved to pay the Morfa slide invoice. Proposed Cllr Evans Seconded Cllr Charles</p> <ul style="list-style-type: none"> It was agreed that the Morfa Licence annual grant be reviewed at the April meeting. <p>Item 11 – Llanybri Highway Safety – Various issues to be discussed and possible courses of action required</p> <ul style="list-style-type: none"> The Chair outlined the problems with the state of the roads in and around Llanybri. The issues were discussed. It was pointed out for the benefit of new Cllrs that these problems have been highlighted to CCC for the past 10 years. The Welsh Govt. is bringing in a 20mph speed limit into all rural residential areas by the summer of 2023. It was highlighted that the edges of the roads in some places are very eroded due to tractors, and this presents a danger to motorist and their vehicles. On this issue the Chair stated she would clarify which roads and possibly provide photos to the Clerk. <p>It was resolved that LLCC would write formally to Ian Thomas of CCC Highways highlighting the Community Council’s concerns and inquire as to what could be done. Proposed Cllr James Seconded Cllr Roberts</p> <p>Item 12 – Llanybri Playground – Latest update</p> <ul style="list-style-type: none"> Work to secure three quotes is on-going. Awaiting a response from Sunshine Playgrounds, Cllr James will chase them. Work will continue between now and April to move this issue forward. <p>Item 13 - Internal Audit Terms of Reference – To consider/accept the draft ToR</p> <ul style="list-style-type: none"> The Clerk explained that this was a procedure LLCC needed to go through to agree the appointment of the Internal Auditor for 21/22 and their ToR. <p>Resolved to accept Jane Jamieson as the Internal Auditor for 21/22 and for the Clerk to write the ToR accordingly as per the document provided to Cllrs. Proposed Cllr G Thomas Seconded Cllr Evans</p> <p>Item 14 - Health and Safety: Cllrs to report on their area of responsibility lechyd a Diogelwch: Cynghorwyr i adrodd ar eu hardal o gyfrifoldeb (anfonwch ffurflen I&D at y Clerc os oes materion os gwelwch yn dda)</p> <ul style="list-style-type: none"> Hen Gapel – Clerk would attempt to contact Mr Siggery. Fencing down Carrier’s Lane – A site meeting is planned, and Cllr Evans will attend. <p>Item 15 - Correspondence / Gohebiaeth</p> <ul style="list-style-type: none"> See website for list of correspondence. The Clerk went through the key items of correspondence and highlighted the main points. The Chair asked that the statement received from CCC as detailed below should be placed in the minutes as it would be of great interest to the community: 	<p>Clerk to note for April agenda</p> <p>Chair/Cllr Charles/ Cllr James would provide information and photos to Clerk to enable her to put a letter together to CCC</p> <p>Chair/Cllr James to follow up</p> <p>Clerk to contact contractor</p>
--	---

To Members of Llansteffan and Llanybri Community Council.

Carmarthenshire County Council has been successful in bidding for Leader grant funding to appoint a specialist consultant to provide an economic and social appraisal of the needs of Llansteffan as a strategic tourist destination. The aim is to appraise the current available resources and the potential to formalise and improve facilities through consultation with the community and other stakeholders. The scheme will provide considered proposals for the future which will support the community in accommodating the tourism industry while offering adequate and appropriate facilities to visitors. The work is likely to begin in May, and the County Council will work closely with Llansteffan and Llanybri Community Council to promote and complete the consultation.

As we are about to enter the pre-election restricted period the County Council will communicate with the Community Council when information is to be shared, but this scheme should not be discussed in the context of the election nor any political party. We look forward to working with you.

Cllrs to note

Item 16 - Beach Wheelchairs – Discussion to agree and sign Service Level Agreement 2022

SOs suspended at 20.46 hours

- Cllr Jones gave the background for the benefit of the newer Cllrs. CCC would be providing two beach wheelchairs for free provision at Llansteffan Beach. The County Council provides the wheelchairs, owns the wheelchairs, provide insurance cover for the wheelchairs, and provides all the indemnity to Helen John in Florries. Florries will manage the signing in and out of the wheelchairs. A £10 deposit will be required, hirers will be required to sign a form to say they will be responsible for the wheelchair during the hire duration. A shed has been provided, owned and insured by CCC for storage of the wheelchairs. CCC wants to involve LLCC as a party to providing the service and has asked that LLCC provide maintenance on the shed, assist with providing photocopying that Florries might need as a support service. Agreement is for 3 years.
- The Clerk highlighted that she had requested to see the risk assessment and the management plan but had been informed those documents were not of concern to the Clerk because the agreement to provide the service is not with LLCC, it is with Florries. The Clerk was keen to highlight this issue to LLCC for their own protection should things go wrong (e.g., any adverse incident involving a disabled person). By signing the support SLA LLCC is fully aligning itself with this initiative even though LLCC would not be managing the provision of the wheelchairs on a day-to-day basis.
- Cllr Jones reiterated that there was no responsibility on the Community Council, and she stated that CCC would not provide the service without all the necessary paperwork and all safety measures in place. Cllr Jones stated that once the agreement between Florries and CCC was finalised she would make a request to furnish LLCC with a copy the documents that the Clerk had requested.
- The Cllr was asked if there were any serious repairs required to the storage shed would CCC be responsible. It was established that if there was a claim it would be the responsibility of CCC.

It was resolved that as soon as Florries had signed the SLA with CCC to provide the beach wheelchair service, LLCC would sign the admin. support provision SLA presented by Cllr Jones accordingly.

Proposed Cllr Lodwick Seconded Cllr Evans

Item 17 – Meeting with County Councillor / Cyfarfod gyda'r Cynghorydd Sir

Cllr Jones explained that she was limited in what she could do and say due to purdah rules prior to the May election. As a result, there would be no report for March or April to comply with the purdah rules.

- County Newsroom has an update on the Ukraine appeal. There is an interactive page on the Newsroom website where MOP can register an interest in assisting with many kinds of support to be offered to Ukrainian families coming to Carmarthenshire.

SOs were reinstated at 21.09 hours

Item 18 - Matters for information / Materion er gwybodaeth

- Password for OVW has been reset and will be issued tomorrow.
- Bank mandate making Cllr Lodwick an additional signatory has been confirmed.
- The Clerk informed Cllrs that Caroline Ferguson of Public Rights of Way had emailed her that day to say she was outsourcing several DMMOs to a consultant and the LLCC DMMO case would go to them for action. This illustrated that there was now some movement with the case.
- Date of next meeting, due to Easter, would be changed to Monday 25th April.

Chair closed the meeting at 21.13 hours.

..... Date:

Chair
Cerian Lodwick

Cllr Evans to action

**Clerk would continue to monitor progress
All Cllrs to note**