

**CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI  
LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL  
MINUTES OF THE (REMOTE) MEETING HELD ON MONDAY 25<sup>th</sup> APR 2022 AT 1900 hours**

<p><b>PRESENT:</b></p> <p><b>Cllr Brian Charles</b>  <b>Cllr Caroline Curtis</b>  <b>Cllr Anthea Evans (Vice Chair)</b>  <b>Cllr Mel James</b>  <b>Cllr Cerian Lodwick (Chair)</b>  <b>Cllr Ian Roberts</b>  <b>Cllr Gareth Thomas</b>  <b>Cllr Rhys Schelewa-Davies</b>  <b>Cllr Lauren Stacey</b></p> <p><b>Rhian Worrell – Clerk/RFO</b></p>	<p>In attendance CCllr Carys Jones and seven members of the public (MOP).  The meeting commenced at 19.05 hours</p>
<p><b>Item 1 – Apologies / Ymddiheuriadau</b></p> <ul style="list-style-type: none"> <li>Apologies were received from Cllr H Thomas.</li> </ul> <p><b>Item 2 – Disclosures of Interest and Dispensations – Agenda Items Only / Datganiadau Buddiant a Gollyngiadau - eitemau Agenda yn unig</b></p> <p>2. There was one disclosure of interests and no dispensations. Cllr Schelewa-Davies declared an interest at Item 15, he is part of the Community Incredible Edible Initiative.</p> <p><b>Item 3 – To receive and confirm the accuracy of the minutes of the ordinary meeting held on 21 Mar 22 (Ordinary Meeting) / I dderbyn a chadarnhau cywirdeb cofnodion y cyfarfod a gynhaliwyd ar: 21ain o Fawrth 2022 (Cyfarfod Cyffredin)</b></p> <ul style="list-style-type: none"> <li>The minutes for 21st Mar 22 were agreed subject to the following addition: ‘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’.</li> </ul> <p><b>It was resolved that the Minutes of LLCC Ordinary Meeting dated 21<sup>st</sup> Mar 22 be signed as an accurate record of the meeting subject to the addition listed above.</b>  Proposed Cllr Evans Seconded Cllr G Thomas</p> <p><b>Item 4 – Matters Arising (Review of Actions) / Materion yn Codi 21 Feb 22</b></p> <ul style="list-style-type: none"> <li>Use of Herbicide – Clerk has contacted the relevant CCC Depts as advised by Darren King at CCC. No response yet from CCC. Clerk to contact CCllr Jones for assistance.</li> <li>Recycling bins for Llanybri Play Area – <i>(Not addressed at April meeting but remains ongoing)</i> Cllr Charles is asked to choose the bin he finds appropriate and let the Clerk know. She will get it ordered.</li> <li>WIFI in halls – The Clerk explained that she had researched the options and it was possible to set up remote meetings using mobile data. She informed Cllrs of the costs of all the options including that of using the mobile data on her phone plus the cost of a microphone and speakers to aid hearing by those joining remotely and those present in the room (approx. £99 and £50 respectively). After some discussion Cllrs agreed to aim for having the Annual Meeting in May on a face-to-</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Clerk to make amendment</b></p> <p><b>Clerk to chase</b></p> <p><b>Cllr Charles to action</b></p>

face basis with remote access available. The Clerk would set it up and rehearse a meeting before going live in May. The Clerk will report back to Cllrs on progress.

**It was resolved that LLCC would aim to return to face-to-face meetings with remote access for the May Annual Meeting.**

Proposed Cllr Thomas Seconded Cllr Lodwick.

- Bell House (a National Trust asset) –The Clerk wrote to the Nation Trust on 5 April 22, but no response yet. Clerk will chase the Nation Trust.
- All grant cheques have been distributed to applicants.
- All applicable Cllr Allowance cheques were distributed by the Clerk.
- State of the roads in and around Llanybri - The Clerk is awaiting photographs and information of the issues before she can construct a letter to Highways. The Chair stated she would get together with Cllr James and organise getting the information to the Clerk for the letter.
- Fences down along Carrier's Lane – Cllr Evans explained that a representative from CCC did come out and the result was that he would write to CCC with two proposals.
- Notice board for Llanybri – (*Not addressed at April meeting but remains ongoing*) 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 locations for the new notice board.
- Emergency phone at Scott's Bay – Ongoing. Clerk in weekly contact with BT.
- Wheelchair SLA – Still waiting to hear whether Florries have signed the agreement with CCC.

**Clerk to action**

**Clerk to chase**

**Chair/Cllr James to action**

**Llanybri Cllrs to action**

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

Standing Orders (SOs) were suspended at 19.23 hours

- A MOP wanted to contribute at Item 6 and asked the Chair if they could be allowed to hear the discussion first before making their contribution. The Chair agreed.
- At this point the Chair suggested that Item 15 be brought forward to allow Liz Dutch to address LLCC and then depart should she need to. Members agreed.

**Item 15 - Incredible Edible Initiative – Liz Dutch to address Cllrs**

- Liz Dutch outlined the initiative and explained the concept. She was keen to recruit people to the Llansteffan group and for a group to start up in Llanybri, she was happy to liaise and would offer support to an Incredible Edible group starting up in Llanybri but would not be heading up herself.
- Various suggestions for Incredible Edible locations were put forward including the school, the memorial Hall and Sun Flowers in Llaybri.

SOs were reinstated at 19.35 hours

**It was resolved that LLCC would support the Incredible Edible Initiative.**

Proposed Cllr Stacey Seconded Cllr Charles

**Item 6 – Path adjacent to beach football pitch – Discussion/decision to be made in relation to Jason Lawday's (PROW) response**

- The Clerk outlined the situation and explained to Cllrs that PROW wanted to come for a site visit to discuss some issues they have and to explore ways forward with

<p>the path running from the beach past Nant Jack and out onto the Northern end of the Green, behind the football pitch.</p> <ul style="list-style-type: none"> <li>• At this point the Chair allowed the MOP to speak as previously agreed.</li> <li>• The MOP spoke about the football pitch being locked and thereby access to the public has been denied. The MOP wanted to underscore the point that the football pitch is Village Green and approx. 1/3<sup>rd</sup> owned by LLCC and 2/3<sup>rd</sup> owned by CCC. The MOP highlighted that the Enclosure Act and the Commons Act apply, and access cannot be lawfully denied to the public. Therefore, for the Football Club to prevent access in this way it is not a satisfactory situation.</li> <li>• The MOP also posed the question as to whether land registered as Village Green can have a dedicated Public Right of Way on it. This would be discussed with Jason Lawday at the site meeting.</li> <li>• The Chair identified LLCC, CCC, Football Club Rep and the owners of the Covenant on the land to attend the site visit.</li> <li>• Clerk would attempt to get the site visit arranged after the election and before the next meeting.</li> </ul>	
<p><b>It was resolved to go ahead with a site meeting with Jason Lawday to address the issue of the path in question.</b> Proposed Cllr Charles Seconded Cllr G Thomas</p> <ul style="list-style-type: none"> <li>• Cllrs went on to discuss the issue of the locked pitch and decided the response received from the Football Club to LLCC's original letter was not entirely satisfactory.</li> <li>• It was highlighted that the public were at a disadvantage when the path is muddy given that the football pitch is now closed. It was agreed that LLCC would write a second time to the Football Club to gain an understanding of the rationale behind their decision.</li> <li>• The ownership of the land would be highlighted to the Football Club. No Cllrs were against it being a football pitch but compromise during periods of bad weather in the interim before the club is back up and running would be sought.</li> </ul>	<p><b>Clerk to organise site meeting</b></p>
<p><b>It was resolved that LLCC would write a second time to gain an understanding of the rationale behind their decision.</b> Proposed Cllr G Thomas Seconded Cllr Curtis</p>	<p><b>Clerk to draft letter to Football Club</b></p>
<p><b>Item 7 - Review of Asset Register – Plan for assets to be checked annually</b></p> <ul style="list-style-type: none"> <li>• The Clerk explained that auditors liked to see that the Asset Register was a 'living document'. She informed Cllrs that she had reviewed it, checked the state of all assets listed within Llansteffan.</li> <li>• The Clerk asked for assistance from the Llanybri Cllrs regarding checking the state of the assets held within Llanybri. It was agreed that this would be done by the next meeting.</li> </ul>	<p><b>Llanybri Cllrs to assist</b></p>
<p><b>Item 8 - Formal write off procedure of old Morfa slide – Cllrs agree to write off old slide from Asset Register</b></p>	
<p><b>It was resolved that LLCC would formally write off the old slide in the Morfa Play Area.</b> Proposed Cllr Evans Seconded Cllr Curtis</p>	<p><b>Clerk to action W/O</b></p>
<p><b>Item 9 - Morfa Licence annual grant review – Cllrs to review the LLCC contribution in line with the Morfa Licence held with the Sports Assoc.</b></p>	

<ul style="list-style-type: none"> <li>After a full discussion and consideration of the documentation presented to LLCC by the Sports Association, it was decided that the grant would remain at £750 for the financial year 21/22.</li> </ul>	
<p><b>It was resolved that LLCC would grant £750 to the Sports Assoc towards maintenance of the Morfa as per the licence agreement.</b> Proposed Cllr Charles Seconded Cllr James</p>	<p><b>Clerk to action payment</b></p>
<p><b>Item 10 - Mock Mayor's Garden Party Organising Group, funding allocation request – To consider allocating funds for drawdown by the Mock Mayor's Garden Party Organising Group under S.145 of the LGA</b></p> <ul style="list-style-type: none"> <li>After a lengthy discussion LLCC decided to draw up a new policy in relation to LLCC Community Contributions. This would be done for the May 2022 meeting and a decision relating to the Mock Mayor's request would be made at that meeting.</li> <li>The Finance Committee would draw up the draft policy for LLCC approval.</li> </ul>	
<p><b>It was resolved that the decision to contribute would be delayed until the policy had been drawn up and accepted.</b> Proposed Cllr G Thomas Seconded Cllr Roberts</p>	<p><b>Fin. Com to action</b></p>
<p><b>Item 11 – Annual Return 21/22 – Situation report to Cllrs</b></p> <ul style="list-style-type: none"> <li>The Clerk informed Cllrs that the Annual Return was complete and ready to go to the IA. LLCC decided that the Finance Committee would meet (3<sup>rd</sup> May) to go through the Annual Return (all supporting paperwork and the full year bank reconciliation) before it was sent to the IA in conjunction with reviewing the bank reconciliation.</li> <li>VAT Return completed by Clerk, £2339.29 refund due.</li> </ul>	<p><b>Fin. Com to action</b></p>
<p><b>Item 12 – Hen Gapel – Meeting with contractor: Cllrs to agree and confirm attendance</b></p> <ul style="list-style-type: none"> <li>It was agreed that the site meeting with the contractor would take place at 1130 hours on Thursday 28th April to discuss the issues/possible remedies/costs.</li> </ul>	<p><b>Cllr James /Charles and Clerk to attend</b></p>
<p><b>Item 13 – Llanybri Play Area – Discussion about additional play equipment</b></p> <ul style="list-style-type: none"> <li>Work remains on-going. The working party are making progress with quotes. Work will continue between now and May to move this issue forward.</li> <li>LLCC agreed that the working party could make decisions relating to all aspects of the new equipment and spending of the ring fenced Llanybri donation.</li> </ul>	
<p><b>Item 14 - Defibs – Cllrs to discuss/decide a way forward. Kate Beard will address Cllrs to explain the background and current situation</b></p> <ul style="list-style-type: none"> <li>Kate Beard gave a full brief on the current situation and the possible way forward.</li> <li>After some discussion LLCC agreed to enter into a 3-year contract with 'Life Support Training and Safety', based in Swansea, for the guardianship (maintenance, resupply and checking) of the four defibs in the Community Council area.</li> </ul>	
<p><b>It was resolved that LLCC would enter into a 3-year contract with 'Life Support Training and Safety', based in Swansea, for the guardianship (maintenance, resupply and checking) of the four defibs in the Community Council area.</b> Proposed Cllr G Thomas Seconded Cllr Charles</p>	<p><b>Clerk to facilitate with Kate Beard</b></p>

**Item 16 - Payment of Accounts: Agree payments and receipts / Talidau Cyfrifon: Cytuno taliadau a derbyniadau**

<b>INCOME</b>		
<b>Income received since 21<sup>st</sup> Mar 22</b>		
<b>DATE</b>	<b>DETAIL OF INCOME / PAYER</b>	<b>AMOUNT</b>
18/03/22	BT received for bench invoice	£ 657.80
21/03/22	BT received for bench invoice	£ 657.80
24/03/22	BT received for bench invoice	£ 662.30
31/03/22	Bank interest received	£ 0.63
<b>EXPENDITURE</b>		
<b>Expenditure incurred paid and pending authorisation since 21<sup>st</sup> Mar 22</b>		
<b>DATE</b>	<b>DETAIL OF PAYMENT / PAYEE</b>	<b>AMOUNT</b>
29/03/22	OVW Invoice for Cllr Trg (02/03/22)	£ 15.00
20/04/22	CCC Invoice for clearing sand at beach car park	£ 108.50
25/03/22	CCC Invoice for street lighting maintenance and energy costs	£ 1693.68
25/03/22	CCC Invoice for By-Election in July 21	£ 2634.18
15/04/22	Refund to R. Worrell (Clerk) for printer paper	£ 2.95
19/04/22	R. Worrell – Refund of expenses (Motor Mileage) for two return journeys from Llansteffan to Llanybri, 19/04 to deliver Cllr Allowance cheques and 20/03 to deliver hard copies of March agenda and minutes to Cllrs.	£ 3.42 [1.9 miles each way] 4 x 1.9 = 7.6 miles x 0.45p = £3.42
28/04/22	Clerk April salary – R. Worrell	£ 499.63

**It was resolved to accept the payments and receipts, except for CCC Invoice for £108.50.**

Proposed Cllr Evans Seconded Cllr Curtis

- The Clerk is to resolve the issue with the CCC invoice highlighted in red; it would seem not to be a legitimate charge to LLCC and is the responsibility of CCC.
- Cllrs agreed to ring fence the £700 received last month from the Sky filming for future projects.

**It was resolved to ring fence the £700 received last month from the Sky filming for future projects.**

Proposed Cllr Evans Seconded Cllr Curtis

**Item 17 - 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)**

- Kompan Galaxy Rubber Foot Holder deteriorated in Llanybri play Area – Clerk will deal with the issue.
- LLCC would need to find someone else to empty the bins in Llanybri play Area. Current contractor would be approached. TBC at May meeting.
- There is some Japanese Knotweed at the top of the land behind Maes Griffith. Cllr Jones would see that this was added to the treatment programme.

**Item 18 - Correspondence / Gohebiaeth**

**Clerk to administer payments**

**Clerk to liaise with Kompan**

**Cllr Jones to action**

<ul style="list-style-type: none"> <li>• See website for list of correspondence. The Clerk went through the key items of correspondence and highlighted the main points.</li> <li>• PROW response – Further information received from PROW about the Footpath Network Hierarchy, Chair and Clerk to attend to this issue.</li> <li>• The letters from MOP relating to the football pitch were addressed at Item 6.</li> <li>• Cllrs agreed that the Clerk was to go ahead preparing for co-option to go ahead straight after the May meeting.</li> </ul> <p>SOs suspended at 2120 hours</p> <p><b>Item 17 – Meeting with County Councillor / Cyfarfod gyda'r Cynghorydd Sir</b></p> <p>CCllr 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 April to comply with the purdah rules.</p> <ul style="list-style-type: none"> <li>• Cllr Jones thanked all Cllrs for their service and support to the community during her current tenure as CCllr.</li> </ul> <p>SOs were reinstated at 21.25 hours</p> <p><b>Item 18 - Matters for information / Materion er gwybodaeth</b></p> <ul style="list-style-type: none"> <li>• The same issues with the tractors continue, problems with mud etc.</li> <li>• A dropped curb was now in place on Water Lane.</li> <li>• The curb has now been reinstated on the RHS as you exit Llansteffan towards Carmarthen.</li> <li>• The Panel at the top of Second Steps needs maintenance work. The wood has been purchased; JE is prepared to mend the panel accordingly.</li> <li>• Cllr Evans stated she would endeavour to complete her Environment Objectives work prior to her departure from LLCC and Cllr Stacey is content to take over the environment work after Cllr Evans leaves LLCC.</li> <li>• Annual Return 20/21 – There is an error in the wording on page 4 of the Annual Return, it should have been identified when the Annual return was agreed in June of 21. Cllr Evans will discuss this the specifics with the Finance Committee meeting on 3 May.</li> <li>• Departing Cllrs gave their vote of thanks to all relevant parties. The Chair gave her thanks to Cllrs not standing for re-election</li> </ul> <p>Chair closed the meeting at 21.36 hours.</p> <p>..... Date:  Chair  Cerian Lodwick</p>	<p><b>Chair and Clerk to address</b></p> <p><b>Clerk to do preparatory work for co-option in May</b></p> <p><b>Noted</b></p> <p><b>Cllr Evans to handover to Cllr Stacey</b></p>
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