

**CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI
LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL
MINUTES OF THE (HYBRID) MEETING HELD ON MONDAY 20th JUNE 2022 AT 7PM**

<p>PRESENT:</p> <p>Cllr Mel James Cty. Cllr. Carys Jones - Chair Cllr James Laws Cllr Cerian Lodwick Cllr Ian Roberts Cllr Gareth Thomas – Vice Chair Cllr Lauren Stacey</p> <p>Rhian Worrell – Clerk/RFO</p>	<p>In attendance Cty Cllr Philip Hughes and 5 members of the public (MOP). No attendees on Zoom. The meeting commenced at 19.03 hours</p>
<p>Item 1 – Ymddiheuriadau / Apologies</p> <ul style="list-style-type: none"> There were no apologies, seven Cllrs were present. <p>Item 2 – Datganiadau Buddiant a Gollyngiadau - eitemau Agenda yn unig Disclarations of Interest and Dispensations - Agenda items only</p> <ul style="list-style-type: none"> The Chair declared an interest at Item 8 (Planning), as a member of the Local Authority Planning Committee, Cty. Cllr Jones cannot be involved at the Community Council level in deciding on Community Council responses to local planning applications. It was agreed the Chair would be handed over to Cllr Thomas for discussion and vote at Item 8. See Cty Cllr Jones’ Report on the Community Council Website for her dispensation in relation to issues relating to the Green. <p>Item 3 – Cyhoeddiadau'r Cadeirydd / Chair’s Announcements</p> <p>The Chair made the following announcements:</p> <ul style="list-style-type: none"> The Chair had received a letter of resignation from Hywel Thomas. His resignation was accepted; the Chair thanked him for his work whilst on the Community Council. The Chair urged Members to complete the Declaration of Positions Held within the Community Form and the Pen Picture Profile Form so that the website could be updated. The Chair highlighted the free Code of Conduct training being run by Carmarthenshire County Council and encouraged Members to attend the training if possible. The training dates are 4/7/22 and 27/7/22 at 1400 hours. The Clerk was tasked with finding out whether listening to the recording of the training would count as having done the requisite training. The Clerk was also tasked with finding out if CCC would be running any evening training events. <p>Item 4 - I dderbyn a chadarnhau cywirdeb cofnodion y cyfarfod a gynhaliwyd ar: Fai 16^{eg} 2022 (Cyfarfod Cyffredin) To receive and confirm the accuracy of the minutes of the meeting held on: 16th May 2022 (Ordinary Meeting)</p> <ul style="list-style-type: none"> Item 7 page 3 should read: After a full discussion LLCC agreed that £1000 should be awarded to this community event on a draw-down basis under the usual grant conditions. <p>It was resolved that the Minutes of LLCC Ordinary Meeting dated 16th May 22 be signed as an accurate record of the meeting subject to one minor amendment listed above. Proposed Cllr Stacey Seconded Cllr Lodwick</p> <p>Item 5 – Materion yn Codi / Matters Arising</p>	<p>Noted</p> <p>Noted</p> <p>All members to action</p> <p>All Members to note</p> <p>Clerk to contact CCC</p> <p>Clerk to make amendment</p>

<ul style="list-style-type: none"> • Recycling bins for Llanybri Play Area – It was confirmed that Mr Davies was willing to empty the bins, bags would need to be provided to him. The Clerk was tasked with ordering the recycling bins. • Use of Herbicide – This matter will go on the July agenda. • Bell House – Clerk reported that the National Trust has still not replied to her original email sent in Feb or the subsequent emails sent to Meg Anthony. The Clerk will write again and ask about why the Bell House is fenced off which currently prevents MOP from reaching the building. • Eroded edges of roads in and around Llanybri – The Clerk was tasked with contacting Ian Thomas and asking for a site visit to discuss the issue. • Fences along carrier’s Lane – Cty Cllr Jones has been assured this issue is in hand by Carmarthenshire County Council (CCC). • The Hogweed on the Morfa has been reported. • Emergency phone in Scott’s Bay – The Clerk reported that she has found out that the phone is not the responsibility of LLCC and therefore BT are unable to accept any request from LLCC to repair the phone. Under GDPR rules BT are prevented from informing LLCC who is responsible. This matter is now closed. • Hen Gapel – No quote received yet. Clerk to follow up this issue. • Defibs – All defibs up and running. Phone signal in each location has been confirmed and all four are now registered with Emergency Services. • The Clerk is to report the issue at First Steps to CCC. • The Clerk has done some research on the costs of a plaque for the notice boards. Brass will be around £88. The Clerk is to gather options and put them to LLCC. • Llanybri Play Area – The new equipment has been ordered from ‘Adventure Playgrounds Wales’ and should be arriving in July. Cllr Lodwick and Cllr James are monitoring progress. 	<p>Clerk to order bins</p> <p>Clerk to note</p> <p>Clerk to write to National Trust again Clerk to contact CCC</p> <p>Clerk to contact contractor Clerk to report to CCC</p> <p>Clerk to get further quotes</p>
<p>Item 6 – Cyfranogiad y Cyhoedd (15 munud) / Public Participation (15 mins)</p>	
<p>Standing Orders (SOs) were suspended at 19.30 hours</p>	
<ul style="list-style-type: none"> • A member of the public (MOP) raised a concern about visitors using the corner of a field as a toilet at the Northern end of the Green. In addition, dog fouling is prevalent in that area currently. 	
<p>SOs were reinstated at 19.34 hours</p>	
<p>Item 7 – Cyfethol / Co-option: Four Expressions of Interest received for the two LLCC vacancies: Cllrs to co-opt two new members.</p>	
<ul style="list-style-type: none"> • LLCC had received Expressions of Interest from: Mr Ray Adcock Mr Daff Davies Mr Rod Griffiths Cty Councillor Philip Hughes • Members voted by a show of hands. Mr Rod Griffiths was voted into the Llansteffan vacancy (he received 5 out of the 7 votes) and Mr Daff Davies was unanimously voted into the Llanybri vacancy. • The new Cllrs will sign their Declaration of Acceptance of Office at the beginning of the July Ordinary Meeting. • With regards to the vacancy resulting from the recent resignation mentioned at Item 3, the following resolution was made. LLCC resolved to co-opt into this vacancy as soon as practically possible. Proposed Cllr Thomas Seconded Cllr Lodwick • The Clerk would initiate the correct process by the end of the week. 	<p>Clerk to provide paperwork</p> <p>Clerk to action</p>

Item 8 - Cynllunio / Planning: Planning Application: PL/04118 - Construction of first floor glazed roof over existing first floor terrace - The Old Bakery, The Green, Llansteffan, Carmarthen, SA33 5LW

- LLCC agreed no objections to the application.

For note only: PL/04151 - Lawful Development: Plas Uchaf, Llanybri, Carmarthen, SA33 5HF

- This application was discussed and noted by members.

It was resolved that LLCC would put forward no objections to PL/04151.

Proposed Cllr Lodwick Seconded Cllr James

Item 9 - Approval of Annual Return 21/22 and review of Internal Auditor's comments / Review of 20/21 Annual Return Query – Decide response

- Members went through the Internal Auditor's report, and it was accepted and approved.
- The Clerk explained Item 12 of the Internal Auditor's report; it was agreed that the Finance Committee would discuss the issue and recommend a preferred way forward.

It was resolved to accept and approve the Internal Auditor's Report in full.

Proposed Cllr Laws Seconded Cllr Thomas

- Members formally approved the Annual Return 21/22.

It was resolved that the Annual Return for 21/22 be approved and signed accordingly.

Proposed Cllr Thomas Seconded Cllr Lodwick

- The Chair signed the Annual Return.
- The Chair then went on to explain the situation surrounding the error in the Annual Return 20/21. It was agreed that an addendum to the Annual return 20/21 should be sent to Audit Wales. **LLCC resolved to send to Audit Wales an addendum to the Annual Return 20/21.** Proposed Cllr Thomas Seconded Cllr Stacey. The Clerk will action this task.
- The Chair reiterated the importance of good governance within the Community Council.

Item 10 - Committee Reports: Human Resources Committee; Planning Committee and Village Green Committee

HR Committee report:

- Cllr Thomas was re-elected Chair to the HR Committee.
- OVW were offering two free places to Community Councils in relation to four of their training modules. Cllr Roberts and Cllr Thomas will attend the Council as an Employer Module. They are to contact the Clerk with preferred dates ASAP.
- Cllr Lodwick highlighted the NALC booklet 'Being a Good Employer'. **LLCC resolved to source four up to date copies of this publication.** Proposed Cllr Lodwick Seconded Cllr Roberts.
- The need for a Data Protection Policy was discussed. The Clerk explained that she had drafted a policy for approval. This would be discussed at the July meeting.

Planning Committee report:

Clerk to inform Planning CCC

Fin. Com to look at this issue

Clerk to send Annual return to Audit Wales

Addendum to be sent to Audit Wales

Cllr Thomas/ Roberts to inform Clerk when to book session
Clerk to order publication

Draft policy to go forward to July meeting

<ul style="list-style-type: none"> • Cllr Lodwick was elected Chair of the Planning Committee. • The Committee rejected the draft Terms of Reference put together by the Clerk and formulated a new, much shorter, set of Terms of Reference for the Planning Committee. It was resolved to accept the Terms of Reference put forward by the Planning Committee. Proposed Cllr Roberts Seconded Cllr Thomas • The Planning Committee is now functional, and it will deal with applications that fall between ordinary meetings. 	<p>Clerk to publish on website</p>
<p>The Village Green Committee (North) Report:</p> <ul style="list-style-type: none"> • The name of the committee has been changed to The Village Green Committee (North) so as not to confuse it with an environmental committee. • Anthea Evans (Non-Council member) was elected Chair of the Village Green Committee (North). Cllr Lodwick was elected Vice Chair. • It was agreed to write to CCC's Head of Legal, citing the lack of progress with the on-going Village Green issue. • It was agreed that the Village Green Committee (North) would respond to the Ombudsman and include a copy of the letter to CCC Head of Legal. 	<p>All to note</p> <p>Com. Chair to action</p> <p>Com. Chair to action</p>
<p>Item 11 - The Green – Update and Council participation in Leader Grant for Community Consultation</p> <ul style="list-style-type: none"> • Leader Grant Funded Consultation: Summary given by Cty. Cllr Jones: During March 2022 Carmarthenshire County Council was awarded funding to commission an independent consultant to carry out a detailed survey of the issues facing Llansteffan as a small tourist village, and of the feelings and opinions of local residents on community sustainability. The County Council is working with Owen Davies Consulting to shape a new Plan for the village that will help to manage its growing popularity as a visitor destination and improve community facilities. Llansteffan has seen a growth in visitors looking to experience attractive environments, heritage and outdoor activities. However, the volume of visitors has also put pressure on the village infrastructure causing issues related to traffic volumes, illicit parking, and unauthorised overnight camping. How Llansteffan tackles these issues, whilst simultaneously growing as a 'day and stay' destination, supporting businesses and protecting the amenity of local residents, will be central to the new Plan. This consultation will work in parallel with the ongoing investigation on permitted uses of the Village Green in Llansteffan, and the County Council's Legal Department is a lead stakeholder in the process. The County Councillor and the Community Council are putting pressure on the County Council Legal Department to conclude its investigations to coincide with the recommendations of the independent consultant, and the project is due to deliver its conclusions in September/October this year. Whatever the outcome of the current legal investigations by Carmarthenshire County Council into the uses of the land in question, investment will be required to provide any amenity or services to meet the future needs of the locality. This consultation will provide the necessary evidence to support funding applications to address the issues that are currently under consideration regarding uses of our Village Green, parking, camping and other matters which have remained unresolved over many years. The consultation will go live on Friday, 24th June, and all stakeholders, interested parties, residents and visitors are encouraged to submit their views. The Village Green (North) Committee of Llansteffan and Llanybri Community Council considers this process to be key in resolving the legal and local questions which are the subject of the complaint to the PSOW and will be active in progressing this matter to a speedy and comprehensive conclusion. 	
<p>Item 12 – Public Right of Way – North end of The Green to Ferry Point. Naming of footpath, discussion/decision on school involvement</p>	

<ul style="list-style-type: none"> • PROW have suggested that a Creation Order be placed on the existing path. However, progress will be hindered by the on-going Village Green (North) issues and will not be resolved quickly. • Cllr Lodwick will take the suggestion that Llansteffan School be involved in naming the path to the next Governor's meeting. The History Soc. Will also be contacted. 	<p>Clerk to contact History Soc.</p>
<p>Item 13 – Llanybri Notice Board – Agree siting, specification and tender arrangements</p> <ul style="list-style-type: none"> • The current notice board is too small. The Working Party have identified what is required. They have spoken to the owner of the house the board sits on currently, he is happy that current notice board be replaced with a new, larger notice board. 	
<p>It was resolved that a larger wooden notice board be sourced. Once the exact specification is confirmed by the Working Party the work will go out to tender. Proposed Cllr Thomas Seconded Cllr Laws</p>	<p>Working Party to finalise this project</p>
<p>Item 14 - Llanybri Telephone Kiosk – Discussion/decision to replace or refurbish the kiosk</p> <ul style="list-style-type: none"> • This matter was discussed by members. The Clerk informed Members that the door to the kiosk is in a driveway in Llanybri. The hinges are broken. It was agreed that enquiries would be made about putting the door would be put back on, removing the glass (to make safe) and painting the structure by a local handyman. There is money in the budget to meet these costs. 	
<p>It was resolved that the glass be removed from the kiosk, the door put back on and it be painted. Proposed Cllr Thomas Seconded Cllr Stacey</p>	<p>Local handyman to be sourced</p>
<p>Item 15 - The Morfa – To clarify lease and licence status and forward progress</p> <ul style="list-style-type: none"> • It was agreed that this item was moved to the September meeting. At which time a group would be set up to work on the lease. This would be a project from September onwards. 	<p>Clerk to note for Sept meeting</p>
<p>Item 16 - Cockling – Update and discussion of plans for 2022 Cockling Season</p> <ul style="list-style-type: none"> • Cty Cllr Jones has had an initial meeting with Fisheries. Fisheries are planning to open the Llansteffan, Tanylan and St Ishmaels beds in July. Ferryside will not be open this season. The beds will be open on similar days of the week to last year. Regulation has been further tightened this year. Fisheries wish to speak with LLCC. Cllr James and Cllr Lodwick will represent LLCC in those discussion via Zoom. Date TBC. 	<p>Chair to coordinate</p>
<p>Item 17 - County Councillor Contribution – To agree format for both County Councillors, Cllr Hughes and Cllr Jones, to report to LLCC</p> <ul style="list-style-type: none"> • The Chair welcomed Cty Cllr Hughes to the meeting. <p>Standing Orders were suspended at 20.56 hours</p> <ul style="list-style-type: none"> • Cty Cllr Hughes raised a number of issues that he was keen to get resolved working with Cty Cllr Jones and the Community Council relatively quickly. • It was agreed that the potholes at North End of the Green were once again posing problems. This issue would go forward to the July agenda. • The Chair stated that a format for Cty Councillor contribution would be delayed until herself and Cty Cllr Hughes had had a chance to meet to discuss strategies for working together. <p>Standing Orders were reinstated at 21.08 hours</p>	<p>Clerk to note for July meeting</p>

Item 18 - Taliadau Cyfrifon: Cytuno taliadau a derbyniadau / Payment of Accounts: Agree payments and receipts

PAYMENTS AND RECEIPTS – COMMUNITY COUNCIL MEETING 20th June 22

INCOME		
Income received since 13th May 22*		
DATE	DETAIL OF INCOME / PAYER	AMOUNT
07/04/22	Refund for duplicate payment – A. Evans	£52.20
19/04/22	VAT Refund	£2339.29
29/04/22	Bank Interest	£4.57
29/04/22	First Precept instalment from CCC	£6666.67
24/05/22	Payment for Memorial plaque on bench – Howells	£64.38
EXPENDITURE		
Expenditure incurred paid and pending authorisation since 16th May 22		
DATE	DETAIL OF PAYMENT / PAYEE	AMOUNT
13/06/22	Motor Mileage to Clerk for return journey to pick up accounts from the IA's home – R Worrell	£ 24.48 [2 x 27.2 miles x 0.45p]
	Motor Mileage to Clerk for homeward bound leg of return journey to deliver the accounts to the IA's home – R. Worrell	£12.24 [27.2 miles x 0.45p]
20/06/22	Refund for bench plaque – A. Evans	£64.38
20/06/22	Refund to Jubilee Committee for hire of Ben Harries for committee meetings	£30.00
20/06/22	Refund to Llansteffan Jubilee Committee for commemorative water bottles for the local children – R. Adcock	£350.40 (Paid in full by R. Adcock but 50% to be allocated to Llanybri Event)
20/06/22	Refund to Llansteffan Jubilee Committee for face painting – A. Rowles	£60.00
20/06/22	Refund to Llansteffan Jubilee Committee for purple Jubilee paper table clothes – R. Worrell	£19.80
20/06/22	Refund to Llansteffan Jubilee Committee for event insurance – R. Worrell	£58.80
20/06/22	Refund to Llansteffan Jubilee Committee for Jubilee prizes – D. Adcock	£91.89
20/06/22	Refund to Llansteffan Jubilee Committee for resources for bunting – A. Evans	£10.29
20/06/22	Refund to Llanybri Jubilee Event – T. Roberts	£324.80
20/06/22	Payment of Internal Auditor's fee – Jane Jamison	£100
20/06/22	Payment for refurbishment and installation of bench – E. Davies	£370
28/06/22	Clerk June salary – R. Worrell	£ 425.03
28/06/22	*Income tax payment to HMRC	£ 74.60
20/06/22	Payment for refurbishment of the two notice boards outside the Llansteffan Memorial Hall – N. Cran	£ 285.00

NOTES:

<p>* Latest bank statements were with the IA before the May meeting. They have now been returned; therefore, this list contains receipts received since the April meeting.</p> <p>* Refer to Item 9 of the June Agenda – Internal Auditor’s Report (Point 7)</p> <p>*The total spend for the Llansteffan Jubilee Event was £445.98</p> <p>*The total spend for the Llanybri Jubilee Event was £500 (£324.80 + £175.20). All receipts and a spreadsheet were provided to support expenditure.</p> <p>It was resolved to accept payments and receipts. Proposed Cllr Lodwick Seconded Cllr Thomas</p> <p>Item 19 - Iechyd a Diogelwch/Health and Safety</p> <ul style="list-style-type: none"> • The Chair asked if H&S forms were still in use. The Clerk confirmed she had produced the blank forms for completion as required to Cllrs, but they were not being used at present. • Cllr Lodwick – Morfa Play Area, the tree stump was again posing a hazard underneath the climbing frame. This issue would go forward to the July meeting. <p>Item 20 - Gohebiaeth / Correspondence</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. • A MOP had written to LLCC asking if the Shed, originally placed to house the beach wheelchairs, could be reutilised as a pop-up craft shop for local producers. Cty Cllr Jones has investigated this matter and confirmed that this would not be possible as the shed is owned by CCC and would be re-sited if and when the beach wheelchairs go to another location. • The new legislation was discussed. The Chair highlighted that Community Councils are now required to produce an Annual Report. In addition, Community Councils are also now required to produce a Training Plan. The legislation also facilitates urgent meetings and what the procedure for calling such a meeting, if required, should be. These matters would go forward to the July meeting. <p>Item 21 - Materion er gwybodaeth / Matters for information</p> <ul style="list-style-type: none"> • Ash Dieback – The regulations relating to trees on private land are set out by CCC. The responsibility lies with the landowner. There is an Ash Dieback Team at CCC, any trees of concern should be flagged up to the team. • Just for information the Clerk informed members of her newly constituted Litter pick group – ‘Clear up Crew’. The group has been established through Keep Wales Tidy (KWT) and has insurance for the first year through KWT. KWT has also provided some kit for the group (pickers, high viz vests etc.). <p>Chair closed the meeting at 21.28 hours.</p> <p>..... Date: Chair Carys Jones</p>	<p>Clerk to action payments</p> <p>Clerk to note for July meeting</p> <p>Clerk to write to MOP</p> <p>Clerk to note for July meeting</p>
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