



**CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI
LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL**

DRAFT MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 20th APRIL 2026 AT 7PM

PRESENT: Cllr Sue Ball Cllr Daff Davies Cllr Ian Roberts (Chair) Cllr Tina Roberts Cllr Darren Sainty (arrived at 19.40 hours) Rhian Worrell – Temp Clerk/RFO	In attendance one member of the public in person and one on Zoom. The meeting commenced at 19.08 hours (cause of delay – data connection issues)	
	ITEM	
1.	Apologies Apologies were received from Cllr D Sainty. Cllr Sainty arrived at 19.40 hours.	
2.	Declarations of Interest and Dispensations - agenda items only Cllr Tina Roberts declared a personal interest at Item 13 as she had assisted with the Quarter 4 Bank Reconciliation. Cllr Tina Roberts declared a personal interest at Item 12 as she is standing in a Temp Clerk at Laugharne Township Community Council and is involved with organising the meeting between the three community councils. <i>The Chair reminded Cllrs to declare an interest should one arise at any point in the meeting.</i>	573
3.	Chair's Announcements There were no announcements. At this point Cllr Daff Davies was invited to read a statement of condolence to the Perrett family for the recent loss of Mr Adrian Perrett. Mr Adrian Perrett was a committed member of Llansteffan and Llanybri Community Council for many years until his retirement in June 2015.	574
4.	To receive and confirm the accuracy of the minutes of the Ordinary Meeting held on 23rd February 2026 It was resolved to accept the accuracy of the minutes of the Ordinary Meeting held on 16th March 2026. Proposed: Cllr Ian Roberts Seconded: Cllr Sue Ball All in favour	575
5.	Matters Arising – 16th March 2026 - LLCC Email responses have been sent to both Public Participation contributors on 25 March 26. - The action on the Clerk in connection with Item 7 on the March agenda remains ongoing. The Clerk will contact Highways accordingly. - In connection with Item 9 on the March agenda, the Clerk has made email contact with the Tourist Association Sec to inform them that LLCC has formed a working party to assist with getting the Castle lights back on. - The broken compute mouse has been removed from the Asset Register, but the donated one was also found to be broken. LLCC may consider purchasing a new one should the new Clerk require a computer mouse.	576

	- The benches do not yet appear on the Asset Register; it remains an action for the Clerk to bring all the relevant benches onto the Asset Register. - Item 13 on the March agenda remains ongoing.	
6.	Public Participation (15 mins) via written questions and statements to the Clerk - agenda items only No submissions were received.	577
7.	To consider the formation / possible format of Cllr surgeries as an option to improve community engagement The matter was discussed, various locations considered. After full consideration it was agreed that the Hwb on Thursdays in Llansteffan Memorial Hall and the Coffee Mornings in Llanybri Community Hall might be suitable opportunities to engage with the wider community. It was resolved to write to the Secretary of both halls to ask for the matter to be considered by the respective committees, with a view to granting permission for the initiative to go ahead at Hwb and Llanybri Coffee mornings, intervals and timings to be agreed should permission be granted. Proposed: Cllr I Roberts Seconded: Cllr Tina Roberts All in favour	578
8.	To discuss signing up to CPRW 'A Charter for a Just Transition to Net Zero' https://mcusercontent.com/6e3bae230aaf4dbafd2af5aa0/files/b94b9cc6-c287-5ca0-547b-6a54362b352a/CPRW_a4_magazine_autumn_031225.pdf This item was moved to a future agenda, to allow for further information to be gained by the Clerk.	
9.	To discuss possible responses / solutions to recent anti-social behaviour on and around the beach front area of Llansteffan The matter was discussed and numerous issues were identified by Cllrs. In addition, many reports have been received from the Community in relation to litter being left behind after school student beach parties, fires, vandalism and speeding along the Green. A number of resolutions were passed: It was resolved to write a letter to the Head of QEH highlighting the issue. It was resolved to contact the PCSO to arrange for them to come to a Community Council meeting to discuss the issue, and whether they can assist. It was resolved for Cllr Daff Davies to contact the senior Dyfed Powys Police Officer currently residing in Llansteffan to enquire as to whether he could offer advice and whether he would direct us to someone in the Dyfed Powys Police who might be able to assist with this recurring issue. Proposed: Cllr Daff Davies Seconded: Cllr Darren Sainty All in favour In addition, the point was made that members of the community should be encouraged to keep reporting these incidents as and when they see them. Photos of vandalism and significant litter assist with building the picture over time.	579 580 581
10.	Situation Report – Post Box in Llanybri Email received from the 'Post Box Team' indicating that they are awaiting a reply from CCC Planning Dept. This is being actively chased. As soon as CCC approval to proceed is received the next step is Utility Searches after which installation will proceed. Clerk will continue to monitor.	582
11.	Situation Report – Adoption of the telephone kiosk at the entrance to CCC Beach Carpark As decided at the last meeting the Clerk has contacted BT via the Adopt a Kiosk method and they have come back very quickly. They are content that LLCC adopt the Kiosk and have sent a	

	contract for LLCC to consider and sign accordingly. All Cllrs have seen the contract. In essence all ownership and responsibility for the kiosk will be transferred to LLCC for £1. It was resolved to complete the paperwork accordingly and adopt the telephone kiosk for the purposes of housing the Defibrillator. Proposed: Cllr Darren Sainty Seconded: Cllr Sue Ball All in favour	583
12.	To agree a meeting with St Ishmael Community Council and Laugharne Township Community Council to discuss the forthcoming Cockle Season and to identify LLCC representatives to that meeting. The matter was discussed, the three community each have issues during the Cockling season, and it is felt that coming together to establish a way forward with regard to improving relations between all stakeholders for the good and benefit of the three communities would be advantageous. It was resolved to meet with St Ishmael Community Council and Laugharne Township Community Council, the representatives from LLCC would be Cllr Daff Davies, Cllr Darren Sainty and Cllr Rhian Worrell. Proposed: Cllr Ian Roberts Seconded: Cllr Sue Ball All in favour	584
13.	To agree Quarter 4 Bank Reconciliation The Bank Reconciliation was examined and agreed. It was resolved to agree and accept the Quarter 4 Bank Reconciliation. Proposed: Cllr Darren Sainty Seconded: Cllr Daff Davies All in favour	585
14.	To discuss / agree creating a monthly Standing Order for Clerk's salary Cllrs discussed the benefits in terms of time and efficiency and agreed that a SO should be set up to pay the new Clerk going forward. It was resolved to set up a Bank Standing Order for the Clerk's monthly salary. Proposed: Cllr Tina Roberts Seconded: Cllr Ian Roberts All in favour	586
15.	To discuss / agree the use of online payments via Online Banking. This would involve 'Dual Control' – one person (the Clerk) would create the payment, and a nominated Cllr would authorize it via the Bank's Online banking system, after payments have been agreed at meetings. Cllrs discussed the benefits in terms of time and efficiency and agreed that making payments via Bank Transfer is the way forward. It was resolved to set up Online Banking Payments involving 'Dual Control' measures. Proposed: Cllr Tina Roberts Seconded: Cllr Darren Sainty All in favour	587
16.	To approve a mobile top up bundle of £20 that should last a year for a Tesco mobile PAYG sim for Clerk's donated Samsung mobile. It was resolved to approve the annual top up bundle of £20 for the Clerk's Samsung mobile. Proposed: Cllr Sue Ball Seconded: Cllr Tina Roberts All in favour	588

17.

Accounts - Agree Payments and Receipts

PAYMENTS AND RECEIPTS – MEETING 20th APRIL 2026

INCOME			
DATE	DETAIL OF INCOME / PAYER	AMOUNT (£)	RV No.
31 Mar 26	NatWest Interest (Mar)	11.06	18
31 Mar 26	CCC Swing Set Grant	9924.00	19

EXPENDITURE			
expenditure incurred, paid and pending authorisation since 16 th MARCH 2026			
DATE	DETAIL OF PAYMENT / PAYEE	AMOUNT (£)	PV No
19 March 26	Ben Harries Archive	30.00	113
31 Mar 26	Llanybri Community Hall Invoice for meetings (Jul – Feb 26)	198.00	114
13 April 26	LLCC Zurich Annual Insurance (Zurich Municipal) Renewal date is 18 May 2026	804.09	1 - New fin. year
01 May 26	Clerk Salery (Apr)		2 & 3
01 May 26	HMRC Employer NICs (April)	43.72	4

It was resolved to agree the Payments and Receipts as detailed above.

Proposed: Cllr Tina Roberts Seconded: Cllr Darren Sainty

All in Favour

589

18.

Planning: NA

19.

Correspondence of Note:

20 Mar Audit Wales - Basic Audit Notice/Hysbysiad Archwilio Sylfaenol 2024-25 – Carmarthenshire, Ceredigion, Pembrokeshire Noted by Temp Clerk and new Clerk. All guidance will be applied.

31 Mar Zurich - Zurich Town and Parish policy is due for renewal. On Apr P&R.

1 Apr Pay Phones at BT - Adopt a kiosk (phone box) scheme. On Apr agenda for discussion.

1 Apr OVW - Carmarthenshire Area Committee 15.4.26. Noted.

2 Apr OVW - Free Training Places for Councillors - 2026-2027. Sent to all Cllrs.

9 Apr OVW - The Voice e-magazine. Sent to all Cllrs.

13 Apr - PEDW CAS-05009-P7S2M8 - Addition of Public Footpath 23/43, Llansteffan) Definitive Map Modification Order 202. Noted and sent to all Cllrs.

14 Apr OVW - One Voice Wales Funding Newsletter April 2026. Sent to all Cllrs and representatives of community groups

15 Apr OVW - Launch of the One Voice Wales Civility and Respect Pledge. Noted, LLCC previously signed up, on Apr agenda.

It was resolved to sign up to the new OVW Civility and Respect Pledge.

590

	Proposer: Cllr Tina Roberts Seconded: Cllr Sue Ball All in Favour	
20.	Identify date of AGM meeting 2026 Date of the AGM will be 18 May at 1800 hours followed by the Ordinary Meeting at 1900 hours, in the Llanybri Community Hall.	591
21.	Matters for Information - Cllr Darren Sainty noted that Llangain School is soon to celebrate 150 years. The Clerk is to write a letter of congratulations on behalf of LLCC. - Cllr Tina Roberts raised the issue of an extraordinary meeting to approve the accounts prior to the Internal Audit. The Clerk will look at possible dates.	592 593
	Chair closed the meeting at 20.30 hours. Date: Chair Cllr Ian Roberts	

*Llansteffan and Llanybri Community Council Standing Orders 2026
Rhian Worrell: Clerc/Clerk: 26/04/2026