

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

2nd December 2015

At an Ordinary Meeting of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 2nd December 2015 at 6.00 p.m.

PRESENT: Councillor C.J. Reed, MBE. (Deputy Town Mayor)(Presiding)

Councillors

Bigyn Ward

M.J.P. Burns
J.S. Edmunds

Elli Ward

Mrs. P.J. Edmunds
Mrs. R.F. Price

Glanymor Ward

A.H. Hitchman
W.J. Lemon
Mrs. L.J. Stedman

Lliedi Ward

W.G. Thomas

Tyisha Ward

C.C. Lucas (Leader of the Council)
J. Owen
R.T. Price

APOLOGIES: Councillors Mrs. S. Najmi (Town Mayor), R.M. Davies, J.P. Jenkins, Mrs. V.J. Johns, Ms. Ff.S. Larsen, C.L. Thomas, D. Thomas and Mrs. J. Williams.

46. VERIFICATION AND CONFIRMATION OF MINUTES

RESOLVED – that the following minutes of the Town Council, its committees and joint committees (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received and confirmed respectively:-

Llanelli Town Council	4 th November 2015
Planning, Licensing and Consultation Committee	9 th November 2015
Stebonheath Development Committee	10 th November 2015
Building and Finance Committee	23 rd November 2015
Town Twinning Committee	23 rd November 2015

47. WELSH LANGUAGE SOCIETY – CYMDEITHAS YR IAITH

The Town Clerk reported the receipt of an e-mail from the Dyfed Field Officer, Welsh Language Society with an invitation to attend a meeting in Carmarthen Library on 30th January 2016 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

48. CORPORATE GOVERNANCE

Further to Minute No. 74 of the Council meeting held on 7th January 2015, members considered the Town Clerk's report together with a copy of the code of Corporate Governance attached thereto (copies having previously been circulated to members).

RESOLVED – that the Code of Corporate Governance be approved and reviewed again in twelve months' time.

49. PENYGAER SCHOOL

The Town Clerk reported the receipt of an e-mail dated 17th November 2015, received from the Principal School Governance Officer requesting a nomination for a Community Governor at Penygaer School following Cllr. Mrs. V.J. John's resignation (copies having been previously circulated to members).

RESOLVED – that the matter be deferred until a future date.

50. MATTERS FOR INFORMATION

RESOLVED – that the undermentioned matters be noted (copies of which having previously been circulated to members):

- (1) Direct Information Service Issues 867 & 870;
- (2) Hywel Dda Health Board – press release;
- (3) Ann Street Post Office.

FURTHER RESOLVED – that in relation to Item (2) above that the Town Clerk circulates further information regarding the Front of House Project at Prince Philip Hospital.

51. CHRISTMAS AND NEW YEAR GREETINGS

As this was the last meeting of the Town Council for 2015, the Deputy Town Mayor (Councillor C.J. Reed, MBE) took the opportunity to wish all members a Merry Christmas and Happy New Year.

The Meeting concluded at 6.10 p.m.

LLANELLI JOINT BURIAL AUTHORITY

11 November 2015

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 11 November 2015 at 4:00 pm.

PRESENT: Councillors M. J. P. Burns (Chairman), T. Bowen, R. E. Evans, L. J. Butler, C. J. Reed, MBE

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs M. V. Davies, R. M. Davies, P. J. Edmunds, T. J. Jones and L. J. Stedman.

24. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

25. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings:

Ordinary Meeting - 9 September 2015

26. MATTERS ARISING

(1) INSTALLATION OF BESPOKE MEMORIAL

Further to Minute No. 19 (2), the Secretary informed Members the Cemetery Manager had met with the family concerned and had reached a compromise on the design of the memorial, which the family were happy with.

RESOLVED that the information be noted.

(2) BURIAL ADMINISTRATION SERVICE – COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES

Further to Minute No. 20, the Secretary informed Members that the Cemetery Manager was due to visit Pembrey and Burry Port Town Council on the 12 November 2015 to conduct the audit visit.

RESOLVED that the information be noted.

(3) CEMETERY LAND ENCROACHMENT

Further to Minute No. 22, and in reply to a question about progress, the Secretary informed Members no progress had been made since the last update report. This was due to the unavailability of the Solicitor acting on behalf of the Burial Authority. However, officers were attempting to expedite the matter as quickly as possible.

RESOLVED that the information be noted.

27. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for August and September 2015 and the provisional report for October 2015 be noted.

28. SCHEDULE OF PAYMENTS

Consideration was given to the schedules of payments for September and October 2015, which revealed expenditure for the months, amounted to £45,772.13 and £58,958.71 respectively.

RESOLVED that the information be noted.

29. INTERIM INTERNAL AUDIT REPORT FOR 2015/2016

Members considered the interim internal audit report from Auditing Solutions Ltd. The report author confirmed that there were no issues that required attention and that the financial systems continued to operate effectively.

RESOLVED that the report be accepted.

30. EXTERNAL AUDITOR

The Secretary presented Members with correspondence received from the Wales Audit Office informing that the new External Auditor would be Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT. The firm would be responsible for the Burial Authority's Annual Return for 2015-16, 2016-17 and 2018-19.

RESOLVED that the information be noted.

31. CHRISTMAS HOLIDAY ARRANGEMENTS

RESOLVED that in accordance with Minute No.45 (10 December 2003), this year's Christmas holiday arrangements at the cemetery be confirmed as detailed below, with two and a half days annual leave being added to employees' annual leave entitlement for 2015/2016.

Monday	21 December 2015	- Normal working day
Tuesday	22 December 2015	- Normal working day
Wednesday	23 December 2015	- Normal working day
Thursday	24 December 2015	- Christmas Eve (Finish at 12 noon)
Friday	25 December 2015	- Christmas Day
Saturday	26 December 2015	- Boxing Day
Sunday	27 December 2015	- Non working day
Monday	28 December 2015	- Bank Holiday (In Lieu of Boxing Day)
Tuesday	29 December 2015	- Locally agreed holiday
Wednesday	30 December 2015	- Normal working day
Thursday	31 December 2015	- Normal working day
Friday	1 January 2016	- New Year's Day

32. CEMETERY VISIT

The Secretary informed Members that the Office and Chapel refurbishments were now complete.

RESOLVED that the Cemetery Manager liaise with Members to arrange a suitable date for a visit to inspect the completed projects.

33. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

34. LLANELLI CREMATORIUM – ANNUAL RENT REVIEW

Members considered the Secretary's report informing of the impending annual rent review and which confirmed the amount of rent payable to the Burial Authority from Llanelli Crematorium Ltd, with effect from 1 December 2015.

Following discussion it was

RESOLVED that the rent for the ensuing year be confirmed as £29,994 and that Llanelli Crematorium Ltd be notified accordingly.

35. CANTEEN WELFARE FACILITIES

Further to Minute No. 114 (14 May 2015) Members considered the Cemetery Manager's report on quotations received for the provision of a new welfare facility. After a lengthy discussion it was

RESOLVED that the quotation from Spacemaker Modular & Portable Buildings Ltd, Raven Street, Hull, East Yorkshire for the amount of £8,290 excluding VAT be accepted pending planning approval and that the cost be met from general reserves.

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The meeting concluded at 4:40 pm
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PLANNING, LICENSING AND CONSULTATION COMMITTEE

7th December 2015

At a Meeting of the **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 7th December 2015 at 6.00 p.m.

PRESENT: Councillors A.H. Hitchman (In the Chair)(Past Chairman), M.J.P. Burns (substitute for Cllr. Ms. Ff.S. Larsen), J.P. Jenkins, Mrs. R.F. Price and R.T. Price.

APOLOGIES: Councillors R.M. Davies, Mrs. V.J. Johns, Ms. Ff.S. Larsen, Mrs. S. Najmi (Town Mayor), C.J. Reed, MBE (Chairman)(Deputy Town Mayor) and C.L. Thomas (Vice-Chairman).

36. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

Councillors Mrs. R.F. Price and R.T. Price declared a personal interest in application S/33046, as friends of the applicant and as they also considered this to be a prejudicial interest, they withdrew from the meeting prior to the discussion and voting thereon. As a consequence, the meeting was inquorate in respect of this application, and the Town Clerk was asked to circulate the information to members of the committee for their comments.

The Town Clerk reported the receipt of the undermentioned applications which had been sent to the Town Council by Carmarthenshire County Council's Head of Planning for its consideration and observations.

RESOLVED – that the comments shown in column 3 hereunder be forwarded to the Head of Planning:-

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/32948 Mr. & Mrs. P. Osbourne, 117 Pentre Nicklaus, Machynys, Llanelli. SA15 2DF	Extension to first floor balcony.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/32949 Mr. R. Boardman, 116 Pentre Nicklaus, Machynys, Llanelli. SA15 2DF	Extension to first floor balcony.	No objection.
S/32950 Mr. & Mrs. J. Vose, 116 Pentre Nicklaus, Machynys, Llanelli. SA15 2DF	Extension to first floor balcony.	No objection.
S/32951 Marks and Spencer plc., Parc Trostre Retail Park, Llanelli. SA14 9UY	Installation of 2 temporary refrigerated (40 ft) container (between 1 st November and 31 st January annually).	No objection.
S/32954 Mrs. Non Neave, Old Road School, Old Road, Llanelli. SA15 3HW	Advertisement - Eco Schools Flag on Pole.	No objection.
S/32955 Tom Pinder, Unit 2, Parc Trostre Retail Park, Llanelli. SA14 9US	Alteration to shopfront to remove existing cladding and brickwork at low level and insert new glazed shopfront to front elevation.	No objection.
S/32956 Mr. P. Phillips, 34 New Drovers, Thomas Street, Llanelli. SA15 3JA	Conversion of existing garage along with raising of pitched roof to garage of public house.	No objection.
S/32975 Klatran Investment Ltd., c/o Krys Klatran, 13 Great Western Crescent, Llanelli. SA15 2RL	Change of use from offices to four self-contained flats.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/32988 Mr. Nathan Jones, 95 Brynmor Road, Llanelli. SA15 2TF	Construction of a single storey rear extension and demolition of existing.	No objection.
S/33028 Steven and Lisa Williams, 13 Hedley Terrace, Llanelli. SA15 3RE	Proposed detached garage.	No objection.
S/33046 Mr. Gower, 37 Old Castle Road, Llanelli. SA15 2SL	Proposed hipped roof conservatory to rear of dwelling.	In view of the declaration of personal and prejudicial interest in this application, the meeting became inquorate and the matter was not considered.

37. LICENSING ACT 2003 – NOTIFICATION OF LICENCE APPLICATIONS TO THE LICENSING SECTION, CARMARTHENSHIRE COUNTY COUNCIL

LLANESCO SOCIAL CLUB, 11 STATION ROAD, LLANELLI

The Town Clerk reported the receipt of a notice of an Application to Vary a Club Premises Licence for the Llanesco Social Club, 11 Station Road, Llanelli. The application was to amend licensed hours for the supply of alcohol from Monday to Sunday from 11.00 a.m. to 00.30 a.m. and Christmas Eve from 11.00 a.m. to 01.30 a.m. and to add Live Music on Saturday from 20.00 p.m. to 00.30 a.m., Christmas Eve and New Year's Eve from 23.00 p.m. to 01.30 a.m., Recorded Music from Monday to Thursday from 19.00 p.m. and 23.30 p.m., Friday from 15.00 p.m. to 00.30 a.m., Saturday from 13.00 p.m. to 00.30 a.m., Sunday from 13.00 p.m. to 23.30 p.m., Christmas Eve and New Year's Eve until 01.30 a.m.

Councillor J.P. Jenkins declared an interest as a member of this social club and, as he also considered this to be a prejudicial interest, he withdrew from the meeting; as a consequence the meeting was inquorate in respect of this item and there was no further discussion.

38. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015 – NATIONAL INDICATORS

The Town Clerk reported the receipt of a consultation document received from the Welsh Government (copies having been previously circulated to members).

The Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales and will help to improve the way in which decisions are made across specified public bodies in Wales so that Wales becomes prosperous, resilient, healthier more equal and globally responsible, with a vibrant culture and thriving Welsh language.

RESOLVED – that the information be noted.

39. OFF STREET PARKING – LLANELLI LEISURE CENTRE

Further to Minute No. 24 of the Committee meeting held on 8th October 2012, the Town Clerk reported the receipt of a Public Notice from the Chief Executive, Carmarthenshire County Council regarding the County of Carmarthenshire (off Street Parking Places) Llanelli Leisure Centre Consolidation (Variation No. 3) Order 2015 (copies having been previously circulated to members).

Members expressed concern that the proposal to allow only 2 hours free parking in the Leisure Centre car park would inconvenience Leisure Centre users and Selwyn Samuel Centre users and that, as agreed by the Selwyn Samuel Committee in May 2011 (Minute No. 6 refers), the County Council be requested to allow 3 hours free parking. Members were also concerned that the proposals could lead to problems in the Lliedi Suite car park which is leased to the Town Council.

RESOLVED – that the Town Council objects to the proposals and requests that:

- 1) The first 3 hours parking are free of charge;
- 2) The County Council works with the Town Council to identify and implement solutions to any problems that arise in the Lliedi Suite car park as a result of changes to the parking arrangements in the Leisure Centre car park.

40. ALLOTMENTS AND COMMUNITY GARDENING

The Town Clerk reported the receipt of an e-mail dated 12th November 2015 providing guidance on allotments and community led growing project (copies having been previously circulated to members).

RESOLVED – that the information be noted.

41. DRAFT LOCAL GOVERNMENT (WALES) BILL

The Town Clerk reported the receipt of a consultation document received from the Welsh Government (copies of relevant extracts having been previously circulated to members).

RESOLVED – that the Town Clerk responds to questions 6.2, 6.3 and 6.7 as shown below:-

- Question 6.2 - The Boundary Commission should be required to submit its draft reports to Shadow Authorities from May 2019;
- Question 6.3 - Implementation of the Boundary Commission's recommendations should be the responsibility of the Boundary Commission;
- Question 6.7 - The duty to set objectives for the Clerk should rest on the Council as a whole.

42. MATTERS FOR INFORMATION

RESOLVED – that the undermentioned matters be noted (copies of which together with detailed plans and schedules having previously been made available to members):

- (1) Well-Being of Future Generations (Wales) Act 2015 Draft Statutory Guidance – One Voice Wales response.

The Meeting concluded at 6.25 p.m.

BUILDING AND FINANCE COMMITTEE

14th December 2015

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 14th December 2015 at 6.00 p.m.

PRESENT: Councillors J.S. Edmunds (Chairman), Mrs. P.J. Edmunds, A.H. Hitchman (substitute for Cllr. Mrs. J. Williams), W.J. Lemon, C.C. Lucas (Leader of the Council), J. Owen, C.L. Thomas (substitute for Cllr. Mrs. L.J. Stedman) and W.G. Thomas.

APOLOGIES: Councillors M.J.P. Burns, Mrs. L.J. Stedman, D. Thomas and Mrs. J. Williams (Vice-Chairman).

48. FINANCIAL REPORTS

(1) INCOME AND EXPENDITURE

Consideration was given to the written report of the Principal Administrative Officer giving a summary of income and expenditure for the period 1st April – 30th November 2015, in the sums of £612,568 and £503,642 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be adopted and approved.

(2) ACCOUNTS FOR PAYMENT

Consideration was given to the written report of the Principal Administrative Officer relating to accounts for payment (copies having been previously circulated to members). The report indicated that cheque payments in respect of voucher nos. 14290 - 14310 (inclusive) amounted to £19,578.22, with Direct Debit, BACS payments and Other Payments amounting to £5,260.56, £15,598.72 and -£74.29 respectively.

RESOLVED – that the accounts for payment be approved.

(3) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the report of the Responsible Financial Officer dated 14th December 2015, be noted and approved.

49. COMMUNITY CENTRE HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of November 2015 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

50. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 41 of the Committee meeting held on 23rd November 2015, consideration was given to the written report of the Project Development Officer (copies having been previously circulated to members). The report dealt with the following:

(1) T-WINNING PROJECT

The T-Winning Project community film and booklet was successfully launched on 4th December 2015, at Y Ffwrnes Theatre with all Llety Young Peoples Youth Committee together with group and partner members, there was also representatives from Agen.

RESOLVED – that the information be noted.

(2) CARMARTHEN TOYBOX APPEAL 2015

Further to Minute No. 54(4) of the Committee meeting held on 15th December 2014, the Town Council will continue to support this Appeal in Llanelli town and selection boxes will be bought and wrapped and given to families in Llanelli that required help and support, they will be distributed at the Antioch Centre during December.

RESOLVED – that the information be noted.

51. GRANTS

Further to Minute No. 21 of the Committee meeting held on 13th July 2015, the Town Clerk reported the receipt of a letter dated 2nd December 2015, from Councillor Winston Lemon (copies having been previously circulated to members).

Cllr Lemon explained the background to the letter and the Town Clerk confirmed the process that had been followed, referring to Minute 21 of the Committee meeting held on 13th July 2015. Following discussion it was:

RESOLVED – that the information be noted and the matter be referred to a future meeting of this committee when the grant process would be reviewed.

52. ST. ELLI CHURCH

The Town Clerk reported the receipt of a letter dated 19th November 2015, from the Secretary to the Parish Church Council (copies having been previously circulated to members).

The letter asked for clarification in relation to two matters:

- Floodlighting the church during the Christmas period;
- Floodlighting the church in future, either on a permanent basis or at Easter and Christmas only.

The Town Clerk confirmed that he had responded to the first point in a letter which had been circulated to all councillors; this confirmed that the carnival budget would cover reasonable electricity costs for floodlighting the church during this year's Christmas period if a bill clearly identifying these costs is presented.

Members then discussed the second point and it was:

RESOLVED – that the Town Clerk writes to the Secretary of the PCC to confirm:

- (1) that the Town Council will not accept responsibility for meeting the electrical costs of floodlighting the church in future, either on a permanent basis or at Easter and Christmas only;
- (2) that the church can continue to apply for financial assistance each year and can decide how to use any grant monies received; the funding can be used to light the church but the Town Council would not stipulate that it has to be used for this purpose;
- (3) that the carnival budget would cover reasonable electricity costs for floodlighting the church during this year's Christmas period if a bill clearly identifying these costs is presented.

53. APPLICATIONS FOR FINANCIAL ASSISTANCE

- (1) GRANTS – UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 UNLESS OTHERWISE STATED

Having considered the following applications (copies having been previously circulated to members), it was

RESOLVED as follows –

- (a) 5th Llanelli Brownies – that a grant of £200 be made;
- (b) Cylch Meithrin Moriah – that a grant of £300 be made;
- (c) Llanelli Ramblers – that a grant of £200 be made;
- (d) Y Lle – that a grant of £300 be made;
- (e) Youth Project Africa 2016 – that a grant of £300 be made.

(2) LETTERS OF THANKS

RESOLVED – that the letters of thanks received from Wales Air Ambulance, Llanelli Multicultural Network and Marie Curie Nurses be noted with pleasure.

54. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

55. HEALTH & SAFETY PROVISION

Further to Minute No. 28 of the Committee meeting held on 15th September 2015, members considered a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Following a review of the Council's health and safety provision by One Voice Wales the policies and risk assessments require an annual review by a competent person and as a result a local consultant had reviewed the Council's documentation and had submitted a quotation to provide updated fire and building risk assessments.

RESOLVED – that Richard Davie Health and Safety Consultant be employed to review and update the Council's Health and Safety documentation at a cost of £3530 and that payment of Invoice No. 193 for work already done to date in the amount of £240 be approved.

The Meeting concluded at 6.50 p.m.

EX-TOWN MAYORS' COMMITTEE

14th December 2015

At a Meeting of the **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 14th December 2015 at 6.52 p.m.

PRESENT: Councillors C.C. Lucas (Leader of the Council), Mrs. P.J. Edmunds, A.H. Hitchman, W.J. Lemon and R.T. Price.

APOLOGIES: Councillors M.J.P. Burns, J.P. Jenkins, Mrs. L.J. Stedman, D. Thomas and Mrs. J. Williams.

12. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

13. CODE OF CONDUCT

Further to Minute No. 2 of the Committee meeting held on 12th May 2015, the Town Clerk reported receipt of a letter from Public Service Ombudsman for Wales (PSOW). The letter referred to the investigation that the PSOW had carried out and presented his findings.

The Town Clerk explained that he proposed to read the letter to members and that it would be available for any member of council to read but that he would not be circulating the letter or making any copies of it. He confirmed that he had discussed this proposal with the PSOW's office and that it was consistent with the approach adopted there.

RESOLVED –

- (1) that the contents of the letter and the PSOW's finding that no action needs to be taken in respect of the matters investigated be noted;
- (2) that the Town Clerk's proposal in relation to making the letter available to members be approved.

The Meeting concluded at 7.10 p.m.