

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

6th April 2016

At an Ordinary Meeting of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 6th April 2016 at 6.00 p.m.

PRESENT: Councillor Mrs. S. Najmi (Town Mayor)

Councillors

Bigyn Ward

M.J.P. Burns
J.S. Edmunds
C.J. Reed, MBE.
(Deputy Town Mayor)

Elli Ward

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

Glanymor Ward

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

Lliedi Ward

C.L. Thomas
W.G. Thomas
Mrs. J. Williams

Tyisha Ward

R.T. Price

APOLOGIES: Councillors R.M. Davies, Ms. Ff.S. Larsen, C.C. Lucas (Leader of the Council), J. Owen and D. Thomas.

75. ANNOUNCEMENTS

The Town Mayor (Councillor Mrs. S. Najmi) welcomed members of the Town Council and Mr. Alan Evans of the Llanelli Herald to her last Council meeting as Town Mayor and took the opportunity to thank members for their co-operation and understanding throughout her term of office and wished the Town Mayor-Elect (Councillor W.G. Thomas) every success during his Mayoral year.

The Town Clerk informed members that in response to the Notice of Vacancy in Lliedi ward the Electoral Services office had confirmed that the statutory request from ten electors requesting that the vacancy be filled by election had been received and that there would therefore be a by-election in the ward.

76. 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	2 nd March 2016
Llanelli Joint Burial Authority – Special Meeting	26 th January 2016
Planning, Licensing and Consultation Committee	7 th March 2016
Building and Finance Committee	14 th March 2016
Town Twinning Committee	14 th March 2016

77. LOCAL GOVERNMENT ETHICAL FRAMEWORK

The Town Clerk reported the receipt of a letter dated 2nd March 2016, received from the Local Government Democracy Division, Welsh Government (copies having been previously circulated to members).

The letter referred to an amended Members' Code of Conduct and that, in accordance with section 51 of the Local Government Act 2000, Community Councils must adopt the revised code of consult by the 26th July 2016.

RESOLVED – that the Council adopts the Model Code of Conduct prescribed by the Local Authorities (Model Code of Conduct)(Wales) Order 2008, as amended by the Local Authorities (Model Code of Conduct)(Wales)(Amendment) Order 2008 (No. 2016/84) – effective from 1 April 2016.

78. MATTERS FOR INFORMATION

RESOLVED – that the undermentioned matters be noted (copies of which having been previously circulated to members) and that the Town Clerk be asked to contact Carmarthenshire County Council to express concern regarding litter and the lack of sufficient disposal facilities in the town's parks:

- (1) Direct Information Service Issues 879 & 880;
- (2) Talking Health – Spring 2016 Newsletter;
- (3) Dyfed Powys police and Crime Commissioner – April update;
- (4) Letter regarding Statutory Guidance for the Well-Being of Future Generations Act;
- (5) 2018 Review of Parliamentary Constituencies in Wales – number of constituencies.

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

- (1) Natural Resources Wales Bulletin – March 2016;
- (2) Noah’s Ark Children’s Hospital Charity – Spring 2016 Newsletter;
- (3) University of the Third Age Annual Report;
- (4) Hywel Dda Health Board – Annual Quality Statement.

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

RESOLVED – that in view of the confidential nature of the business to be transacted the following matter 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.

80. FUTURE MANAGEMENT OF PARKS AND SPORTS FACILITIES

Further to Minute No. 27 of the Council meeting held on 1st July 2015, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

Following meetings with representatives of Carmarthenshire County Council detailed information regarding specification and costs had been presented with a number of models of co-operation having been discussed.

In the initial period (2 – 3 years) the preferred model is an informal partnership similar to the arrangements for the Llanelli Christmas Carnival where partners work together to plan and deliver the event and share costs. The model is as follows:

- LTC and CCC would need to discuss and agree detailed specifications;
- LTC and CCC would need to discuss and agree delivery arrangements;
- CCC would action decisions and manage budgets;
- Regular reviews would be arranged;
- CCC would present detail financial information and invoice LTC as agree (income reduces balance due from both partners).

One of the benefits of this model is that it avoids the need for the administration that would be involved in setting up a trust or a community interest company but if partners agree that it is appropriate to move to another model then this can be done at a later stage.

The initial proposal is that the Town Council makes a financial contribution towards the costs of sports and play facilities at the following 5 locations in Llanelli Town:

- Crown Park – grass cutting, litter collection, football pitch maintenance, cricket pitch maintenance, paddling pool and playground;
- Havelock Park – grass cutting, litter collection, bowling green maintenance, hedge cutting, splash pad and playground;
- Parc y Dre – grass cutting, litter collection, football pitch maintenance, rugby pitch maintenance, bowling green maintenance, hedge cutting, skatepark and playground;
- Penygaer/Llanerch – grass cutting, litter collection, football pitch maintenance, rugby pitch maintenance, hedge cutting and outdoor gym;
- Penyfan Park – grass cutting, litter collection, football pitch maintenance, splash pad and playground.

At this point in the meeting the Town Mayor (Councillor Mrs. S. Najmi) had to leave to fulfil a civic duty, whereupon the Deputy Town Mayor (Councillor C.J. Reed, MBE) took the Chair for the remainder of the meeting.

Following discussion it was **RESOLVED**:

- (1) That the Council confirms that it supports the principle of moving forward on the basis of an informal partnership as indicated above;
- (2) That the Council confirms that it is willing to contribute up to 50% of the costs of play and sports facilities at the following locations: Crown Park, Havelock Park, Parc y Dre, Penygaer/Llanerch and Penyfan Park;
- (3) That a further report be presented to the Council in autumn 2016.

The Meeting concluded at 6.50 p.m.

LLANELLI JOINT BURIAL AUTHORITY

9 March 2016

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 March 2016 at 4:00 pm.

PRESENT: Cllrs. M. J. P. Burns (Chairman), T. Bowen, R. E. Evans, M. V. Davies, C. J. Reed, MBE.

60. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. P. J. Edmunds.

61. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

62. 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 - 13 January 2016

Special Meeting - 26 January 2016

63. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for December 2015, January 2016 and the provisional report for February 2016 be noted.

64. SCHEDULE OF PAYMENTS

Consideration was given to the schedules of payments for January and February 2016, which revealed expenditure for the months amounted to £28,138.63 and £16,198.94 respectively.

RESOLVED that the information be noted.

65. COMMONWEALTH WAR GRAVES COMMISSION

The Secretary presented Members with correspondence received from the Technical Manager (Horticulture), Commonwealth War Graves Commission (CWGC) reviewing the annual maintenance fee paid to the Burial Authority. The writer explained a review of the agreement had not been undertaken for a number of years. Following a recent visit to the cemetery by the CWGC's regional supervisor, the cemetery's overall maintenance was classed as good and therefore no additional work was required to the grounds. In view of this CWGC proposed to cancel the current annual agreement and future payments would cease unless the Burial Authority contacted CWGC to object to the proposal.

The CWGC was keen to correctly account for all expenditure particularly during this long period of austerity. Although not stated in the correspondence the implication was the money would be targeted to those cemeteries in greater need of financial support and where perhaps grounds maintenance standards needed to improve and it was

RESOLVED that the Burial Authority agree to the cancellation of the current agreement given the prevailing circumstances. However, in accepting the proposal to withdraw the nominal amount of financial support, the Cemetery Manager shall enter into discussions with the Technical Manager (Horticulture), Commonwealth War Graves Commission to garner a better understanding of how the money will be reallocated to support other cemeteries deemed to have greater need for financial support.

66. MANAGEMENT OF RISK

The Secretary provided Members with a detailed report on the management of risk, covering 19 areas and functions requiring risk evaluation. Following discussion, it was

RESOLVED that the report be accepted.

67. VIREMENT OF GENERAL RESERVES

(1) PRINCE'S TRUST COMMUNITY PROJECT

Members considered the Cemetery Manager's report on the planting project that the Prince's Trust had proposed to undertake in the cemetery grounds. After a lengthy discussion it was

RESOLVED that the report be accepted and £2,000 be transferred to Ear Marked Reserves to support the scheme.

(2) REMEMBRANCE GARDEN 3 AND SECTION 11 DRAINAGE

Members considered the Cemetery Manager's report on the drainage in Garden of Remembrance 3 and Section 11 and it was

RESOLVED that the report be accepted and £15,000 be transferred to Ear Marked Reserves to support the planned drainage works.

68. BURIAL ADMINISTRATION SERVICE – COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES

Further to Minute No. 49 (2), the Secretary provided Members with an update report on the latest developments and it was

RESOLVED that the information be noted and the Secretary and Cemetery Manager be authorised to meet with the Members of Pembrey and Burry Port Town Council to help progress matters further.

69. 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.

70. CEMETERY LAND ENCROACHMENT

Further to Minute No. 49 (3), the Cemetery Manager provided Members with an update report on the latest developments and it was

RESOLVED that the information be noted.

71. CEMETERY LAND TO THE REAR OF BRYNSIRIOL, DAFEN

Members considered correspondence received from a local resident concerning the potential purchase of a small parcel of cemetery land. After a short discussion it was

RESOLVED that no objection be made to the proposal in principle and that the Secretary be authorised to enter into preliminary discussions with the resident over the potential sale.

72. STAFFING MATTER

Consideration was given to the Secretary's report on a staffing matter and it was

RESOLVED that:

1. The report be accepted.
2. A sub committee comprising Cllrs. M. J. P Burns (Chairman), R. E. Evans and C. J. Reed, MBE be appointed to deal with the matter if deemed necessary.
3. A contingency budget of £5,000 for ad hoc external grounds maintenance support shall be included in the 2016/2017 annual budget with the money being vired from cost code 4001/103 to 4114/103.

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The meeting concluded at 5:15 pm

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PLANNING, LICENSING AND CONSULTATION COMMITTEE

11th April 2016

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, 11th April 2016 at 6.00 p.m.

PRESENT: Councillors C.L. Thomas (Vice-Chairman)(Presiding), M.J.P. Burns (substitute for Cllr. Ms. Ff.S. Larsen), A.H. Hitchman, Mrs. S. Najmi (Town Mayor), Mrs. R.F. Price and R.T. Price.

APOLOGIES: Councillors C.J. Reed (Chairman)(Deputy Town Mayor), R.M. Davies, J.P. Jenkins, and Ms. Ff.S. Larsen.

49. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

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/33567 M & G Real Estate, c/o Stephen Gwilliam, Units 3C, 3D and 4B Parc Trostre Retail Park, Llanelli. SA14 9UY	Alterations to existing elevations of Units 3C, 3D and 4B and minor alterations to existing car park layout.	No objection.
S/33582 Mr. Mahmood Hamid, 19 James Street, Llanelli. SA15 1DU	Conversion of terraced dwelling into two self-contained flats.	No objection.
S/33583 Mr. Mahmood Hamid, 3 James Street, Llanelli. SA15 1DU	Conversion of terraced dwelling into two self-contained flats. Alterations to existing garage.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/33611 A to Z Insurance Services Ltd., c/o Mr. Zain Ikram, 15 West End, Llanelli. SA15 3DN	Change of use from A1 to A2 use at ground floor. Construction of first floor rear extension and provision of two residential flats on the first floor.	No objection.
S/33614 Trostre Tyres Ltd., c/o Mr. Adam Morgan, Unit 2.2, Trostre Industrial Park, Llanelli. SA14 9UU	Change of use from B1 to B2 general industrial for the purpose of operating an MOT Centre within the correct classification.	No objection.
S/33622 Mr. & Mrs. Rees, 14 – 16 Queen Victoria Road, Llanelli. SA15 2TL	Proposed change of use of YWCA Hostel to Bed Sitting Accommodation (14 no. bed sits and Manager’s Accommodation).	Objection - on the basis that there are insufficient kitchen and bathroom facilities for the proposed use.

50. PLANNING POLICY WALES – THE HISTORIC ENVIRONMENT

The Town Clerk reported the receipt of a consultation document dated 21st March 2016, from the Welsh Government a revision of Planning Policy Wales Chapter 6: The Historic Environment (copies having been previously circulated to members).

RESOLVED – that the information be noted.

The Meeting concluded at 6.15 p.m.

BUILDING AND FINANCE COMMITTEE

18th April 2016

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18th April 2016 at 6.00 p.m.

PRESENT: Councillors J.S. Edmunds (Chairman), M.J.P. Burns, W.J. Lemon, C.J. Reed, MBE (Deputy Town Mayor)(substitute for C.C. Lucas), Mrs. L.J. Stedman, W.G. Thomas and Mrs. J. Williams (Vice-Chairman).

APOLOGIES: Councillors Mrs. P.J. Edmunds, C.C. Lucas (Leader of the Council), J. Owen and D. Thomas.

80. 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 2015 – 31st March 2016, in the sums of £936,101 and £770,624 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. 14401 - 14416 (inclusive) amounted to £14,406.67, with Direct Debit, BACS payments and Other Payments amounting to £3,285.25, £16,557.71 and £0 respectively.

RESOLVED – that the accounts for payment be approved.

81. COMMUNITY CENTRE HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of March 2016 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

82. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 74 of the Committee meeting held on 14th March 2016, 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) LLANELLI COMMUNITY PARTNERSHIP

Members were informed that the Llanelli Community Partnership meeting held on 21st March 2016 had been well attended with community members and several key partners in attendance. The next meeting is planned for late April and will finalise the priorities for 2016.

RESOLVED – that the information be noted.

(2) MEN'S SHED, LLANELLI

Men's Shed is a safe and nurturing environment where Men, who have time on their hands for whichever reason, can go to work on projects and activities which interest them. Men's Sheds welcome everyone who have time on their hands whether that's due to unemployment, retirement, bereavement, disability or simply if someone is new to an area and are looking for ways of finding out about what's going on within a community.

With isolation having been identified as a concern by the community a small number of Llanelli development officers are looking to work together to develop a Men's Shed in Llanelli, with a second Men's Shed to be developed in the Rural Council area. It is proposed that the project will be run from a Town Council community centre, initially being supported by the Council for a few weeks until the group is able to apply for grant funding.

RESOLVED – that the Council authorise free use of a community centre for the first two meetings of Men's Shed and that the information be noted.

(3) LLANELLI ENVIRONMENT PROJECT

Cleaner Greener Llanelli is a planned joint project between the Town Council, Llanelli Rural Council, Carmarthenshire County Council and Keep Wales Tidy. The project is in the early stages of planning and expected to start later in the year and will see a number of environmental projects in Llanelli.

RESOLVED – that the information be noted.

(4) TALL SHIPS ADVENTURES

The 2016 Tall Ships Adventures have once again been launched with local schools, community groups and the wider community having been contacted, four berths are available between the ages of 12 – 15 and 26 – 24, with the deadline for applications being 30th April 2016.

RESOLVED – that the information be noted.

(5) EMERGENCY PLANNING SOCIETY – SPRING EVENT

The Community Development Officer has been asked to deliver a presentation at the Emergency Planning Society, Spring Event to be held in Llandrindod Wells on the 24th and 25th May 2016, the theme of the presentation will be developing a Llanelli Community Emergency Plan.

RESOLVED – that authorisation be given for the Community Development Officer to attend the above Spring Event and the information be noted with pleasure.

83. RISK ASSESSMENT REGISTER

Further to Minute No. 88 of the Committee meeting held on 20th April 2015, the Town Clerk reported that the Council's Risk Assessment Register (a copy having been previously circulated to members) had been reviewed in accordance with the Council's Risk Management Strategy, approved at the Council meeting on 2nd November 2011.

RESOLVED – that the Risk Assessment Register be approved and be further reviewed in 12 months' time.

84. VACANCY IN THE OFFICE OF COUNCILLOR – LLIEDI WARD

The Town Clerk reported that the Returning Officer of Carmarthenshire County Council had confirmed that he had received a statutory request from 10 electors requiring this vacancy to be filled by election. Accordingly the necessary arrangements for the holding of the election were now being made and in that connection, the Council was required to confirm whether it required poll cards to be issued in respect of the election, at an estimated cost of £2,600.

RESOLVED – that the information be noted and that on this occasion no poll cards be issued for this election.

85. ANNUAL INVESTMENT STRATEGY 2016/2017

Further to Minute No. 61 of the Committee meeting held on 16th February 2015, members considered a draft Annual Investment Strategy for 2016/2017 (copies having been previously circulated to members).

RESOLVED – that the draft Annual Investment Strategy for 2016/2017 as prepared by the Principal Administrative Officer be approved.

86. PUBLIC FOOTPATHS

Further to Minutes No. 62 of the Committee meeting of 18th January 2016, the Town Clerk reported the receipt from Twyn Landscapes of Footpath Inspection Reports for the end of March 2016 (copies having been previously circulated to members).

RESOLVED – that the reports be noted and that the Principal Administrative Officer contact the relevant officer of Carmarthenshire County Council to enquire if any of the works that had been highlighted as needing attention had in fact been carried out.

87. 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) Parc y Dre Bowls Club – that a grant of £300 be made;
- (b) Must DASH – that a grant of £300 be made;
- (c) Kidney Wales Foundation– that a grant of £300 be made ;
- (d) Age Cymru Sir Gâr – that a grant of £300 be made;
- (e) Teenage Cancer Trust Wales – that a grant of £300 be made;
- (f) Macmillan Cancer Trust Wales – that a grant of £300 be made;
- (g) 1st Llanelli Scout Group – that a grant of £300 be made;
- (h) Ty Golau – that a grant of £300 be made;
- (i) Brynhyfryd Bowls Club – that a grant of £300 be made.

(2) LETTERS OF THANKS

RESOLVED – that the letters of thanks received from Carmarthenshire Citizens Advice Bureau and Llanelli Art Society be noted with pleasure.

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

RESOLVED – that in view of the confidential nature of the business to be transacted the following matter 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.

**89. COUNCIL BUILDINGS – REPAIRS AND MAINTENANCE:
ANNUAL APPRAISAL OF APPROVED LIST CONTRACTORS**

Further to Minute No. 92 of the Committee meeting held on 20th April 2015, the Consultant Architect presented his annual appraisal of the contractors that had carried out work for the Council during the preceding twelve months (copies having been previously circulated to members).

Members were given a summary of the works undertaken by the relevant contractors and of the total value of each contract. Contracts were appraised under three main headings, namely the percentage of works completed on time, the average standard of workmanship and the response time in each case. The details for 2015/2016 together with the relevant details for the previous year by way of comparison were as follows:-

	2015/2016	2014/2015
Total number of projects	2	5
Total value of projects undertaken	£9,063.08	£451,673.84
Percentage of works completed on time	100%	60%
Average standard of workmanship	Very Good	Good
Response time:		
(1) Very good	50%	20%
(2) Good	50%	60%
(3) Acceptable	0%	20%
(4) Poor	0%	0%

RESOLVED – that the appraisal report be noted and accepted, and that the Council’s Approved List includes the following contractors for the forthcoming year:

- (1) TAD Builders Limited;
- (2) M. Hiorns Contractors Limited;
- (3) HRJ Carpentry;
- (4) Ware & Michael Ltd.;
- (5) Allwood Joinery Ltd. (formerly Gwyn Phillips Ltd.);
- (6) Lewis Construction Ltd.;
- (7) M. Taffetsauffer.

The Meeting concluded at 6.17 p.m.