

# LLANELLI TOWN COUNCIL

## MINUTES

### Page Nos.

Llanelli Town Council	1 <sup>st</sup> June 2016	26 - 29
Stebonheath Development Committee	1 <sup>st</sup> June 2016	- 30 -
Llanelli Joint Burial Authority	11 <sup>th</sup> May 2016	31 - 32
Planning, Licensing and Consultation Committee	6 <sup>th</sup> June 2016	33 - 35
Extraordinary Llanelli Town Council	13 <sup>th</sup> June 2016	36 - 37
Building and Finance Committee	13 <sup>th</sup> June 2016	38 - 40

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## LLANELLI TOWN COUNCIL

### ORDINARY MEETING

1<sup>st</sup> June 2016

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Monday, 1<sup>st</sup> June 2016 at 6.00 p.m.

**PRESENT:** Councillor W.G. Thomas (Town Mayor)

### Councillors

#### Bigyn Ward

J.S. Edmunds  
Ms. Ff.S. Larsen  
C.J. Reed, MBE.  
D. Thomas

#### Elli Ward

J.P. Jenkins

#### Glanymor Ward

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

#### Lliedi Ward

D.Ll. Darkin  
Mrs. J. Williams

#### Tyisha Ward

**APOLOGIES:** Councillors M.J.P. Burns, R.M. Davies, Mrs. P.J. Edmunds, C.C. Lucas (Leader of the Council), Mrs. S. Najmi, J. Owen, Mrs. R.F. Price, R.T. Price and C.L. Thomas.

## 17. 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 – Annual Meeting	3 <sup>rd</sup> May 2016
Llanelli Town Council – Adjourned Annual Meeting	4 <sup>th</sup> May 2016
Llanelli Joint Burial Authority	13 <sup>th</sup> April 2016
Planning, Licensing and Consultation Committee	9 <sup>th</sup> May 2016
Building and Finance Committee	16 <sup>th</sup> May 2016
Stebonheath Development Committee	16 <sup>th</sup> May 2016

## 18. YMLAEN LLANELLI – BUSINESS IMPROVEMENT DISTRICT

Further to Minute No. 42 of the Council meeting held on 4<sup>th</sup> November 2015, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

Following a ballot held in November 2016 the business ratepayers of Llanelli town centre had voted unanimously in favour of establishing a Business Improvement District in Llanelli. The BID became operational on 1<sup>st</sup> April 2016 and a Company limited by guarantee has been formed, Ymlaen Llanelli Ltd.

It is normal practice for local authorities within a BID area to agree a Memorandum of Understanding which sets out the baseline level of services which the Council will provide within the BID area. The Town Council currently contributes towards the costs of the Christmas Carnival and lights and funds the hanging baskets, the draft Memorandum of Understanding confirms that it is our intention to continue to provide these services for the period of the current BID i.e. 5 years.

The Leader and Town Clerk are currently the Town Council's nominated representatives on the BID Steering Group and as a company has now been formed the steering group has now become the Board of Directors. The Council has been invited to nominate a representative to attend board meetings but the representative would not be registered as a statutory director of the company.

**RESOLVED** as follows –

- (1) That the Town Clerk be authorised to sign the Memorandum of Understanding on behalf of the Town Council;
- (2) That the Leader be authorised to attend board meeting as the Council's representative, with the Town Clerk being authorised to attend in his absence.

## **19. WELL-BEING OF FUTURE GENERATIONS**

The Town Clerk reported the receipt of an e-mail dated 16<sup>th</sup> May 2016, received from the Future Generations Commissioner of Wales (copies having been previously circulated to members).

One of the Commissioner's priorities is to make sure that public bodies in Wales make better decisions for future generations as required by the new Well-being of Future Generations Act with her priorities being to find out what the big issues are for people in Wales and to identify where change needs to happen.

Discussion sessions will be held throughout Wales during May – July in order to find out what the key issues and priorities are in each area and assist the Commissioner to support and challenge public bodies to deliver these. The session in South West Wales will be held on 30<sup>th</sup> June 2016 with the venue as yet to be confirmed, where members will get the opportunity to set out their views on what needs to change.

**RESOLVED** – that the Town Clerk, Community Development Officer and any other member be authorised to attend the above session and give their names to the Town Clerk as soon as possible.

## **20. FREE WI-FI ZONE – LLANELLI TOWN CENTRE**

Further to Minute No. 70 of the Council meeting held on 2<sup>nd</sup> March 2016, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

Following a number of discussions a solution had been identified that would provide a free Wi-Fi zone in the town centre by installing an externally mounted access point on Stepney Square which would utilise capacity from the County Council's provision at the Hub. Users logging on to the internet via this connection would be greeted with a bilingual front page which would acknowledge that the service is provided by Llanelli Town Council with the support of Carmarthenshire County Council.

**RESOLVED** – that the Town Council fund the installation of an externally mounted access point at an estimated cost of £700 to £1,000 with minimal annual costs for the first 5 years, the position to be reviewed at the end of this period.

## **21. COMMITTEES AND OUTSIDE BODIES**

Further to Minutes No. 9 & 11 of the Council meeting held on 4<sup>th</sup> May 2016, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

Further to Minute No. 11, the Town Clerk informed members that he had received representations from Councillor Mrs. J. Williams, indicating her wish to stand down from her position as the Council's representative on the Llanelli Flood Forum, and Councillor Mrs. L.J. Stedman also indicating her wish to stand down from her position on the Llanelli Traffic Management Working Group.

Also further to Minute No. 9, the Town Clerk also stated that there remained a vacancy on the Council's Planning, Licensing and Consultation Standing Committee.

**RESOLVED** as follows –

- (1) That Councillor D.Ll. Darkin be appointed as one of the Town Council's representatives on the Llanelli Flood Forum and Llanelli Traffic Management Working Group; and
- (2) That Councillor D.Ll. Darkin be appointed to the Planning, Licensing and Consultation Committee.

## **22. MATTERS FOR INFORMATION**

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

- (1) Direct Information Service Issues 883 and 884.

The Meeting concluded at 6.18 p.m.

## **STEBONHEATH DEVELOPMENT COMMITTEE**

1<sup>st</sup> June 2016

At a Meeting of the **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 1<sup>st</sup> June 2016 at 6.20 p.m.

**PRESENT:** Councillors C.J. Reed (Chairman), J.S. Edmunds (Vice-Chairman), J.P. Jenkins, Ms. Ff.S. Larsen, W.J. Lemon, Mrs. L.J. Stedman (substitute for Cllr. C.C. Lucas), D. Thomas, W.G. Thomas and Mrs. J. Williams (substitute for Cllr. C.L. Thomas).

**-APOLOGIES:** Councillors C.C. Lucas (Leader of the Council), Mrs. S. Najmi and C.L. Thomas.

### **5. 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.

### **6. SOCIAL CLUB**

Councillor J.P. Jenkins declared a personal interest in this item as one of the interest parties was a personal acquaintance and as he considered this to be a prejudicial interest he left the meeting prior to the discussion and voting thereon.

Further to Minute No. 4 of the Committee meeting held on 16<sup>th</sup> May 2016, the Town Clerk informed members that he had been approached by another party involved in Stebonheath expressing an interest in taking over the lease of the Social Club. In view of this he had asked both interested parties to forward proposals for members' consideration, these were circulated to members and following discussion it was:

**RESOLVED** – that committee supports the proposal put forward by Raiders and that the lease be re-assigned subject to legal advice from the Council's Solicitors.

The Meeting concluded at 7.00 p.m.

## LLANELLI JOINT BURIAL AUTHORITY

11 May 2016

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 11 May 2016 at 4:00 pm.

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

### **82. APOLOGIES FOR ABSENCE**

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

### **83. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **84. 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 April 2016

### **85. MATTERS ARISING**

#### **(1) CEMETERY LAND ENCROACHMENT**

Further to Minute No. 76, Members were informed that an access gate had not yet been erected because the Cemetery Manager had been unable to contact the individual to discuss the proposal in further detail.

**RESOLVED** that the information be noted.

#### **(2) BURIAL SERVICE COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES**

Further to Minute No. 79, the Secretary confirmed that the Cemetery Manager was currently working up a schedule of fees for due consideration by Pembrey and Burry Port Town Council relating to the supply of various activities and functions to it by the Burial Authority. An information update would be provided at the next meeting.

**RESOLVED** that the information be noted.

**(3) CEMETERY LAND TO THE REAR OF BRYNSIRIOL, DAFEN**

Further to Minute No. 81, the Secretary confirmed that having notified the resident neighbour that a potential sale would not proceed without a professional valuation, agreement had now been reached for a valuation report to be prepared, the cost of which would be met by the resident neighbour. Further information would be provided on the potential sale of the land once the valuation report had been prepared.

**RESOLVED** that the information be noted.

**86. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure report for March 2016, and the provisional report for April 2016 be noted.

**87. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for April 2016, which revealed expenditure for the month amounted to £35,622.09.

**RESOLVED** that the information be noted.

**88. EXTERNAL AUDIT 2015 / 2016**

Members considered correspondence received from the Wales Audit Office and Grant Thornton UK LLP setting out the audit arrangements for the year ending 31 March 2016.

**RESOLVED** that the correspondence be noted.

**89. CHAIRMAN'S ANNOUNCEMENT**

Cllr. M.J.P. Burns commented that his term of office was coming to an end and accordingly thanked Members for their support during the last year and also thanked the cemetery staff for their hard work.

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The meeting concluded at 4.10 pm  
.....



## PLANNING, LICENSING AND CONSULTATION COMMITTEE

6<sup>th</sup> June 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, 6<sup>th</sup> June 2016 at 6.00 p.m.

**PRESENT:** Councillors C.L. Thomas (Chairman), D.Ll. Darkin, R.M. Davies, J.P. Jenkins (Vice-Chairman), A.H. Hitchman, Mrs. S. Najmi, R.F. Price and R.T. Price.

**APOLOGIES:** Councillors Ms. Ff.S. Larsen and C.J. Reed, MBE.

### 3. TOWN AND COUNTRY PLANNING ACT

#### (1) PLANNING APPLICATIONS

Councillors D.Ll. Darkin declared a personal interest in application S/33857, as the applicant was known to him and as he also considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon.

Councillors Mrs. S. Najmi declared a personal interest in application S/33881, as the applicant was known to her and as she also considered this to be a prejudicial interest, she withdrew from the meeting prior to the discussion thereon.

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/33622 Mr. & Mrs. Rees, 14 - 16 Queen Victoria Road, Llanelli. SA15 2TL	Change of use of former YWCA meeting and activity rooms, administration and caretaker's accommodation to bed sitting accommodation.	The Council reiterates its previous concerns and further objects on the basis that this development would significantly alter the character of the area; members also expressed concerns regarding the impact the development would have on parking in the area as this is already causing serious problems.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/33818 P. Williams, The Cottage, Glevering Street, Llanelli. SA15 1EH</p>	<p>Replacement double storey rear extension and lean to.</p>	<p>No objection.</p>
<p>S/33846 Mrs. Sharon Ainsley, 16 Trostre Road, Llanelli. SA15 1LQ</p>	<p>Proposed two storey side kitchen / bedroom extension.</p>	<p>No objection.</p>
<p>S/33848 Asda Stores Ltd., c/o Peter Johnson, Murray Street, Llanelli. SA15 1BX</p>	<p>Change of use of part of store car park to an automated petrol filling station and associated infrastructure.</p>	<p>No objection.</p>
<p>S/33856 M &amp; G Real Estate, Land near staff parking area, rear of Parc Trostre, Llanelli.</p>	<p>Proposed development of a new A3 unit (drive-thru).</p>	<p>No objection.</p>
<p>S/33857 Mr. Peter Clarke, 57 New Road, Llanelli. SA15 3DP</p>	<p>Convert existing lower ground floor Nursery area (D1 Class) into a Yoga Studio (D2 Class).</p>	<p>No. objection.</p>
<p>S/33499 Carmarthenshire County Council, c/o Steffan Jenkins, Land at Machynys West, Llanelli.</p>	<p>Amended Plans – Quayside landscaping works – amendment to landscaping scheme previously approved under Planning Ref: S/19221 Dated 07/10/10.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/33866 L. Best, 102 Pentre Nicklaus, Machynys, Llanelli. SA15 2DF	Balcony extension.	No objection.
S/33881 Mr. Paul Silcox, Ty Gwyn Apostolic Church, 83 New Road, Llanelli. SA15 3DS	Change of use from Church to a Funeral Directors Chapel/Office.	No objection.
S/33892 Mr. D. Greene, 62 Heol Goffa, Llanelli. SA15 3LS	Proposed single storey conservatory extension.	No objection.

**FURTHER RESOLVED** – that Councillor Mrs. R.F. Price be authorised to speak on behalf of the Committee’s objection to Planning Application No. S/33622 above at Carmarthenshire County Council’s Planning Committee when this application is being considered.

(2) S/33671 - 3 SPOWART AVENUE, LLANELLI

Further to Minute No. 1 of the Committee meeting held on 9<sup>th</sup> May 2016, the Town Clerk reported that this application had been amended and as a result the neighbour’s objection had been withdrawn. Following e-mail consultation with committee members, where they had been informed of this, the Council’s objection had also been withdrawn.

**RESOLVED** – that the information be noted.

The Meeting concluded at 6.25 p.m.

## LLANELLI TOWN COUNCIL

### EXTRA-ORDINARY MEETING

20<sup>th</sup> June 2016

At the **EXTRA-ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Monday, 20<sup>th</sup> June 2016 at 6.00 p.m.

**PRESENT:** Councillor W.G. Thomas (Town Mayor)

### Councillors

#### Bigyn Ward

C.J. Reed, MBE.

#### Elli Ward

Mrs. P.J. Edmunds

#### Glanymor Ward

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

#### Lliedi Ward

D.Ll. Darkin  
Mrs. S. Najmi  
C.L. Thomas  
Mrs. J. Williams

#### Tyisha Ward

**APOLOGIES:** Councillors M.J.P. Burns, R.M. Davies, J.S. Edmunds, J.P. Jenkins, Ms. Ff.S. Larsen, C.C. Lucas (Leader of the Council), J. Owen, Mrs. R.F. Price, R.T. Price and D. Thomas.

## **23. AUDIT OF ACCOUNTS 2015/2016**

### **(1) FINANCIAL STATEMENTS 2015/2016**

Further to Minute No. 22(1) of the Extra-Ordinary Town Council meeting held on 15<sup>th</sup> June 2015, members considered the Financial Statements which had been prepared for the 2015/2016 financial year (copies having been previously circulated to members).

**RESOLVED** – that the Financial Statements for 2015/2016 be accepted and approved.

### **(2) ANNUAL REPORT 2015/2016**

Further to Minute No. 22(2) of the Extra-Ordinary Town Council meeting held on 15<sup>th</sup> June 2015, consideration was given to the draft Annual Report prepared for the year ending 31<sup>st</sup> March 2016 (copies having been previously circulated to members).

**RESOLVED** – that the draft Annual Report be approved.

**FURTHER RESOLVED** – that the Council's thanks and appreciation be given to the Principal Administrative Officer for his time and effort in producing excellent financial statements and accounts.

## **24. ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2016**

### **(1) ACCOUNTING STATEMENTS**

Further to Minute No. 23(1) of the Extra-Ordinary Town Council meeting held on 15<sup>th</sup> June 2015, consideration was given to the Accounting Statements as contained within the Annual Return for 2015/16.

**RESOLVED** – that the aforementioned Accounting Statements be approved.

### **(2) ANNUAL GOVERNANCE STATEMENT FOR 2015/2016**

Further to Minute No. 23(2) of the Extra-Ordinary Town Council meeting held on 15<sup>th</sup> June 2015, members considered the Annual Governance Statement as contained within the Annual Return for 2015/16 whereupon, it was

**RESOLVED** – that all of the Statements be agreed and approved.

### **(3) AUTHORITY TO SIGN**

Further to Minute No. 23(3) of the Extra-Ordinary Town Council meeting held on 15<sup>th</sup> June 2015, consideration was given to the Annual Return for 2015/16 and, following the satisfactory completion of the Internal Audit, it was

**RESOLVED** – that authority be given to sign and submit the Annual Return for 2015/16.

The Meeting concluded at 6.10 p.m.

## **BUILDING AND FINANCE COMMITTEE**

20<sup>th</sup> June 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, 20<sup>th</sup> June 2016 at 6.15 p.m.

**PRESENT:** Councillors Mrs. J. Williams (Chairman), Mrs. P.J. Edmunds, A.H. Hitchman (substitute for Cllr. J.S. Edmunds), W.J. Lemon, C.J. Reed, MBE. (substitute for Cllr. C.C. Lucas), Mrs. L.J. Stedman (Vice-Chairman) and W.G. Thomas.

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

### **7. 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 1<sup>st</sup> April – 31<sup>st</sup> May 2016, in the sums of £299,375 and £183,269 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. 14467 - 14493 (inclusive) amounted to £24,577.46, with Direct Debit, BACS payments and Other Payments amounting to £7,862.45, £16,044.66 and £0 respectively.

**RESOLVED** – that the accounts for payment be approved.

#### **(3) VIREMENTS/EARMARKED RESERVES**

**RESOLVED** – that the report of the Responsible Financial Officer dated 13<sup>th</sup> June 2016, be noted and approved.

## 8. COMMUNITY CENTRE HIRINGS

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

**RESOLVED** – that the information be noted.

## 9. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 3 of the Committee meeting held on 16<sup>th</sup> May 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) DEMENTIA FRIENDLY LLANELLI

The project launch is to be held by the Town Mayor (Councillor W.G. Thomas) in the Mayor's Parlour, The Old Vicarage, Llanelli on Tuesday, 12<sup>th</sup> July 2016 at 6.00 p.m., with the local Alzheimer's group as well as other relevant community groups having been invited.

Friday, 24<sup>th</sup> June will be a Dementia Awareness Day which will begin with an information point from the Alzheimer's Society at 10.30 a.m. at 11.00 a.m. there will be a Dementia Friends session for local businesses, followed by singing for the brain workshop and at 12.30 p.m. there will be a free buffet lunch before the 'Dementia Friendly Performance' of the Canoe Theatre in partnership with Y Ffwrnnes Theatre performance of 'This Incredible Life' set in Llanelli and written by Alan Harris which is all about memories and acceptance of differences.

**RESOLVED** – that the information be noted.

### (2) CLEANER GREENER LLANELLI

There are three community tidy-up days coming up Morfa, 28<sup>th</sup> June from 10.00 a.m. - 12.00 p.m. meeting at the Family Centre; the second is planned for 6<sup>th</sup> September 10.00 a.m. - 12.00 p.m. meeting in Penyfan Park and the third is yet to be planned but it will be some time in July and meeting at Morfa Community Family House

**RESOLVED** – that the information be noted.

### (3) COMMUNITIES FIRST

Communities First are holding a number of grow your community days starting on 21<sup>st</sup> June 2016, 10 a.m. – 2.00 p.m. venue yet to be confirmed, with events running throughout July and ending with a family celebration event on 22<sup>nd</sup> July 2016.

**RESOLVED** – that the information be noted.

### 10. CENTENARY FIELDS

Consideration was given to a letter received from the Chairman, of The Centenary Fields Programme regarding the nomination of a recreational space to be dedicated as a Centenary Field to commemorate World War 1 (copies having been previously circulated to members).

**RESOLVED** – that as the council does not own any recreational space the information be noted.

### 11. 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) Kids Cancer Charity – in line with the Council's Guidelines this matter be noted;
- (b) Calsonic Kansei Swiss Valley Football Club – that, in line with the Council's Guidelines, a grant of £800 be made;
- (c) Shelter Cymru – in line with the Council's Guidelines this matter be noted.

#### (2) LETTERS OF THANKS

**RESOLVED** – that the letters of thanks received from Kidney Wales Foundation and Llanelli and District Cage Bird Society be noted with pleasure.

The Meeting concluded at 6.25 p.m.