

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

1st July 2015

At an Ordinary Meeting of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 1st July 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

Glanymor Ward

R.M. Davies
A.H. Hitchman
W.J. Lemon
Mrs. L.J. Stedman

Lliedi Ward

W.G. Thomas
Mrs. J. Williams

Tyisha Ward

C.C. Lucas (Leader of the Council)
J. Owen

APOLOGIES: Councillors Mrs. P.J. Edmunds, J.P. Jenkins, Mrs. V.J. Johns, Ms. Ff.S. Larsen, Mrs. S. Najmi (Town Mayor), Mrs. R.F. Price, R.T. Price, C.L. Thomas and D. Thomas

24. MAYORAL ANNOUNCEMENT

The Deputy Town Mayor (Councillor Chris Reed, MBE) spoke about the recent terror attack in Tunisia which had resulted in the death and wounding of a number of British citizens and he invited members to join him in an expression of sympathy for all the people involved, whereupon all present stood in silent tribute as a token of respect.

He also took the opportunity of welcoming Councillor Winston Lemon back to his first Council meeting following his recent illness and hospitalisation and wished him a speedy recovery to full health.

Councillor Lemon responded by thanking the members and staff for all their well wishes and support and also for the basket of fruit which he had thoroughly enjoyed and hoped to be back to full health soon.

25. 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	3 rd June 2015
Llanelli Joint Burial Authority	13 th May 2015
Planning, Licensing and Consultation Committee	8 th June 2015
Extraordinary Llanelli Town Council	15 th June 2014
Building and Finance Committee	15 th June 2015

26. ONE VOICE WALES

MOTIONS FOR 2015 ANNUAL CONFERENCE/AGM

Further to Minute No. 102 of the Council meeting held on 1st April 2015, the Town Clerk reported the receipt of an e-mail dated 8th June 2015 received from the Chief Executive of One Voice Wales (copies having been previously circulated to members).

The e-mail explained that as well as the Town Council's motion they had received another similar motion from Pentyrch Community Council and at a recent meeting of the Motions Committee it had been recommended that subject to approval by Llanelli Town and Pentyrch Community Councils that these motions could be taken together as a composite motion as set out below, with one council proposing and the other seconding.

Composite Motion Llanelli/Pentyrch: “As it’s being proposed in the ‘Reforming Local Government, Power to Local People’ white paper, that more responsibility be transferred to Community Councils ‘in order to make savings’, One Voice Wales calls upon the Welsh Government to look at ways of formally re-directing funds from the Unitary Authorities’ block grant to the Town and Community Councils that are taking responsibilities for these public services, this re-directing funding to be commensurate to the assets/services transferred. This would reflect the responsibility for the transferred assets and avoid double rating for services that the Unitary Authorities have abdicated responsibility for.”

The Town Clerk also confirmed that he had received a response from Pentyrch Community Council agreeing to the composite motion and expressing no preference to either proposing or seconding.

RESOLVED – that the composite motion be accepted and that it be proposed by the Council’s delegated representative to the Annual General Meeting.

27. FUTURE MANAGEMENT OF PLAYGROUNDS, PARKS AND AMENITY AREAS

Further to Minute No. 99 of the Extraordinary Council meeting held on 25th March 2015, the Town Clerk reported the receipt of an e-mail dated 17th June 2015, from the Head of Corporate Property, Carmarthenshire County Council (copies having been previously circulated to members).

The e-mail addressed the questions which the Town Council had forwarded to the County council prior to the meeting in March. Following a discussion it was:

RESOLVED –

- (1) That the Town Council is not in a position to take over any of the County Council's assets;
- (2) That a meeting be arranged where the sub-group established at the Extra-Ordinary meeting in March can meet with representatives of the County Council to explore the possibility of the Town Council assisting in the provision of services within its current budget;
- (3) That the following question be forwarded to the County Council:
If a town or community council takes over responsibility for a service, will this lead to jobs losses / compulsory redundancies in the County Council?

28. MATTERS FOR INFORMATION

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

- (1) Minutes of the Annual General Meeting of the Carmarthenshire Area committee of One Voice Wales held on 9th July 2014;
- (2) Minutes of the meeting of the Carmarthenshire Area committee of One Voice Wales held on 28th April 2015;
- (3) Shale Gas and Hydraulic Fracturing in Wales – Natural Resources Wales Briefing Note;
- (4) Wales Training Strategy 2015 – 2019;
- (5) Safe Routes in Communities Grant;
- (6) Pembrey International Airport – A Unique Investment Opportunity.

The Meeting concluded at 6.35 p.m.

LLANELLI JOINT BURIAL AUTHORITY

10 June 2015

At the **Annual Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 10 June 2015 at 4:00 pm.

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

1. APPOINTMENT OF CHAIRMAN

Members proceeded to appoint a Chairman and following the motion of Cllr. P. J. Edmunds, seconded by Cllr. C. J. Reed MBE, it was

RESOLVED that Cllr. M. J. P. Burns be appointed Chairman.

2. CHAIRMAN'S ANNOUNCEMENT

Cllr. M. J. P. Burns thanked Members for appointing him as Chairman for the ensuing year and also thanked Cllr. M. V. Davies the outgoing Chairman for his work during the last year.

3. APPOINTMENT OF VICE CHAIRMAN

Following the motion of Cllr. R. E. Evans, seconded by Cllr. M. V. Davies, it was

RESOLVED that Cllr. T. Bowen be appointed Vice Chairman.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. L. J. Butler, T. J. Jones and L. J. Stedman.

5. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

6. 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.

7. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for April 2015 and the provisional report for May 2015 be noted.

8. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for May 2015, which revealed expenditure for the month, amounted to £24,125.78.

RESOLVED that the information be noted.

9. AUDIT ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2015

Members considered the Audit Annual Return document for the financial year ending 31 March 2015 and it was

RESOLVED that the general preparation of the document which included a summary of the Statement of Accounts in Section 1 and the Annual Governance Statement provided in Section 2 be approved accordingly.

10. 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.

11. REVIEW OF INTERNAL CONTROL AND INTERNAL AUDIT

Members considered the Secretary's report on internal control and internal audit services together with correspondence received from Auditing Solutions Ltd, dated 6 June 2015 outlining a three year strategic plan for the continued provision of internal audit services to the Burial Authority. Following discussion it was

RESOLVED that the Secretary's report be accepted and that Auditing Solutions Ltd's contract be renewed with immediate effect to cover the financial year periods 2015/16 to 2017/18 inclusive.

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The meeting concluded at 4:30 pm
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PLANNING, LICENSING AND CONSULTATION COMMITTEE

6th July 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, 6th July 2015 at 6.00 p.m.

PRESENT: Councillors C.J. Reed, MBE (Chairman)(Deputy Town Mayor), A.H. Hitchman, C.C. Lucas (substitute for Cllr. Mrs. V.J. Johns), Mrs. S. Najmi (Town Mayor) and C.L. Thomas (Vice-Chairman).

APOLOGIES: Councillors R.M. Davies, J.P. Jenkins, Mrs. V.J. Johns, Ms. Ff. Larsen, Mrs. R.F. Price and R.T. Price.

9. 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/32165 Mr. Nigel Evans, 25 Maestir, Llanelli. SA15 3NS	Rear single storey extension (retrospective).	No objection.
S/32167 B. Morris, 34 Brynallt Terrace, Llanelli. SA15 1NB	Proposed rear ground floor kitchen extension and first floor bedroom extension.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/32169 Mr. Paul Brookfield, The Met Bar Ltd., 1 Station Road, Llanelli. SA15 1AE	Change of use from A3 to a nightclub (sui generis) with the flexibility to also trade as an A3 use (retrospective).	No objection.
S/32190 M.R.J. Developments Ltd., Ground Floor, 27 Station Road, Llanelli. SA15 1AW	Change of use of ground floor from Class A1 (Hairdressing Salon) to Class A3 (Pizza Takeaway).	No objection.
S/32233 Rev. A. & Mrs. M.G. Meats, 45A Capel Road, Llanelli. SA14 8SL	Proposed single storey side utility room extension.	No objection.

10. TRAINING WORKSHOP

The Town Clerk reported the receipt of a letter received from the Chief Executive, Planning Aid Wales (copies having been previously circulated to members).

The letter informed members that Planning Aid Wales would be delivering a free planning training workshop for Community and Town Councillors at St. Peter's Civic Hall, Carmarthen on Monday, 17th August 2015.

RESOLVED – that the information be noted and that any member wishing to attend give their names to the Town Clerk, as soon as possible.

11. PROMOTING INDEPENDENCE FOR OLDER PEOPLE

The Town Clerk reported the receipt of a letter dated 12th June 2015, from the Access and Engagement Co-ordinator, Carmarthenshire County Council with posters and questionnaires attached (copies having been previously circulated to members).

RESOLVED – that the information be noted.

12. PROTECTING COMMUNITY ASSETS

Further to Minute No. 6 of the previous Committee meeting held on 8th June 2015, the Town Clerk reported the receipt of a consultation document produced by the Welsh Government (copies having been previously circulated to members).

RESOLVED – that the information be noted.

The Meeting concluded at 6.05 p.m.

STEBONHEATH DEVELOPMENT COMMITTEE

6th July 2015

At a Meeting of the **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 6th July 2015 at 6.06 p.m.

PRESENT: Councillors Mrs. S. Najmi (Town Mayor)(Chairman), A.H. Hitchman (substitute for Councillor J.S. Edmunds), C.C. Lucas (Leader of the Council), C.J. Reed, MBE. (Deputy Town Mayor)(Vice-Chairman), C.L. Thomas and D. Thomas.

APOLOGIES: Councillors J.S. Edmunds, J.P. Jenkins, Ms. Ff.S. Larsen, W.J. Lemon and W.G. Thomas.

4. PERIMETER WALL

The Town Clerk reported the receipt of an e-mail dated 1st June 2015, received from Mrs. Maria Davies (copies having been previously circulated to members).

The e-mail expressed concern regarding the visual appearance of the wall at the end of Evans Terrace. Members were informed that the Council's Consultant Structural Engineer, Mr. Mel Williams had inspected the wall in question and it was found to be structurally safe.

RESOLVED – that arrangements be made to remove the barbed wire and to investigate the possibility of rendering the wall so that the existing brickwork is covered.

5. OFFICE SPACE

The Principal Administrative Officer reported the receipt of an e-mail dated 30th June 2015, received from Andrew Thorne of the Raiders Rugby League, inquiring about the possibility of using the office within the former athletic room for rugby league administrative purposes (copies having been previously circulated to members).

RESOLVED – that the request be approved with a rent to be negotiated.

6. GROUND IMPROVEMENTS

The Principal Administrative Officer informed members that following a request from the football club and the staff that use the Café, an inspection was undertaken of both the Media Suite and Café with regards to their decoration and their possible improvement. Members were informed that the Media Suite required an improvement in its ventilation and heating and that the Café required some internal decoration. Following a discussion, it was

RESOLVED – that the Consultant Architect be instructed to investigate the aforementioned matters and proposals be presented to a future meeting for consideration.

7. 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.

8. HIRING CHARGES

Further to Minute No. 1 of the Committee meeting held on 11th May 2015, the Town Clerk reported the receipt of e-mails dated 26th May and 29th June 2015, received from the Chairman of Llanelli Town A.F.C. with responses from the Town Clerk and Leader of the Council also attached (copies having been previously circulated to members)

Following a discussion, it was

RESOLVED – that:

- (1) The hire fees for Llanelli Town A.F.C. that were agreed at the meeting on 11th May 2015 be confirmed;
- (2) The free use of Stebonheath for a friendly match in July and discounted use for a friendly match in August be confirmed;
- (3) The Chairman of the football club be informed that if he believes that it would be useful to discuss further proposals whereby the Town Council can assist then a meeting can be arranged;
- (4) That the football club and Red Leisure Ltd. be informed that the hire fee reflects the clubs position in the league structure and that if the club is promoted to the Welsh Premier League then it is the Council's intention that the fee will be at least £350 + VAT per match (without floodlights) which is the fee paid when the team was in the premier league.

The Meeting concluded at 6.20 p.m.

BUILDING AND FINANCE COMMITTEE

13th July 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, 13th July 2015 at 6.00 p.m.

PRESENT: Councillors J.S. Edmunds (Chairman), M.J.P. Burns, Mrs. V.J. Johns (substitute for Cllr. C.C. Lucas), W.J. Lemon, J. Owen, C.J. Reed, MBE (Deputy Town Mayor)(substitute for Cllr. Mrs. P.J. Edmunds), 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) and D. Thomas.

17. 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 June 2015, in the sums of £305,642 and £237,077 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. 14138 - 14180 (inclusive) amounted to £39,326.82, with Direct Debit, BACS payments and Other Payments amounting to £10,022.68, £16,601.48 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 13th July 2015, be noted and approved.

18. COMMUNITY CENTRE HIRINGS

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

Members noted the low number of hirings in some of the community centres and asked the Town Clerk to prepare a report regarding usage and potential improvements that would lead to an increase in bookings e.g. internet access.

RESOLVED – that the information be noted and a reported presented to a future Committee meeting.

19. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 12 of the Committee meeting held on 15th June 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) YOUNGER ROOTS PROJECT – TWINNING TOWNS

Members' were informed that the Foyer Twinning Project had returned following another successful visit to Agen, during which 3,000 photos were taken together with 7 hours of film recorded. The filming is now continuing in Llanelli with completion of the project expected in December 2015.

Also on 4th July 2015, 22 young people climbed Penyfan Mountain to raise further monies for the project. There will be a fundraising event on Bastille Day, 14th July 2015, where the Foyer will be transformed into a French Bistro as part of understanding and celebrating French culture, all members are welcome to attend.

RESOLVED – that the information be noted.

(2) COMMUNITY HEALTH PROGRAMMES

Following a review of Community Health Services by the Community Health Resource Team, the Community Development Officer has been working closely to try and relocate the team into our community; Council-owned community centres will be considered as potential delivery sites for phlebotomy, chiropody and help with dementia services.

RESOLVED – that the information be noted with pleasure in view of the earlier discussion (Minute No. 18 above).

(3) NATIONAL HATE CRIME TRAINING SESSION

The Community Development Officer informed members of a free 2 hour training course which is being offered to Llanelli Town and Rural Councils and equality network members, following a recent hate crime incident in Llanelli (copies having been previously circulated to members).

RESOLVED – that the information be noted and that the Community Development Officer be asked if it was possible to facilitate a training session at the Town Council's offices for any member wishing to attend.

(4) KEEP LLANELLI TIDY

Members' were informed of a joint initiative which was planning between Llanelli Town and Rural Councils, Carmarthenshire County Council and Keep Wales Tidy, which would see a number of environmental projects in Llanelli which were currently in the early stages of planning and expected to start later in the year.

RESOLVED – that the information be noted.

(5) SAFE ROUTES IN THE COMMUNITY GRANT

The Community Development Officer informed members that a grant had been received from the Welsh Government in the sum of £166,000 to develop a Safer Routes in the Community Scheme in conjunction with Copperworks, Lakefield and Bigyn schools (a copy of the plan was made available for members).

RESOLVED – that the information be noted.

20. INTERNAL AUDIT REPORT

Further to Minute No. 83 of the Committee meeting held on 16th March 2015, consideration was given to the Internal Audit Report (Final Update) 2014-15 prepared by Auditing Solutions Ltd. (copies having been previously circulated to members).

RESOLVED – that the report be noted with pleasure.

21. KIT SPONSORSHIP

Further to Minute No. 94 of the Committee meeting held on 14th April 2014, members' considered the Town Clerk's report (copies of which having been previously circulated to members).

The Town Clerk had undertaken a review of the scheme to date and contacted the 6 local clubs (Bwlch, Camford, West End, Penyfan, Wellfield and New Dock Stars) to request their feedback, which was very positive with the Town Council sponsored shirts having been worn in over 150 matches and it was

- RESOLVED** – (1) that the Town Council continues to sponsor the 6 local clubs at the same level as 2014/2015 subject to Town Council branding appearing on the club's first team shirts throughout the 2015/2016 season;
- (2) that if additional kit is required, it should be sourced from local suppliers (i.e. Manhattan Marketing or Picton Sports) with the Town Council paying the supplier directly up to the approved amount with any outstanding balance being paid by the club;
- (3) that if a club does not need to buy new first team kit the Town Council's sponsorship be used to buy other equipment/kit as necessary and/or to contribute to the club's running costs.

22. C.A.T.C.H.U.P. LTD.

Councillor Mrs. J. Williams declared a personal interest in this item as the Council's nominated representative on the organisation's Committee, but as she did not consider this to be a prejudicial issue she remained in the meeting during the discussion and voting thereon.

The Town Clerk reported the receipt of a letter received from the Chairman of C.A.T.C.H.U.P. Ltd. requesting support for their services (copies having been previously circulated to members).

After a lengthy discussion, it was

RESOLVED – that the Town Clerk should meet with C.A.T.C.H.U.P. Ltd. and that, if required, plenary powers be granted to the Leader of the Council, Chairman of the Committee and the Town Clerk to make a contribution of up to £5,000 and a report be presented to the next meeting of the committee.

23. RUGBY DEVELOPMENT

Further to Minute No. 4 of the committee meeting held on 18th May 2015, the Town Clerk reported the receipt of an e-mail dated 29th June 2015, received from the Rugby Development Officer thanking the Town Council for its support in funding his role over the last 10 years (copies having been previously circulated to members).

RESOLVED – that the information be noted and a reply be sent to the Rugby Development Officer wishing him success in the future.

24. PUBLIC FOOTPATHS

Further to Minute No. 61 of the Committee meeting held on 19th January 2015, the Town Clerk reported the receipt from Twyn Landscapes of Footpath Inspection Reports for the end of June 2015 (copies having been previously circulated to members).

RESOLVED – that the reports be noted and forwarded to the County Council.

25. 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) Côt Meibion Llanelli – that a grant to cover the cost of hiring the Selwyn Samuel Centre be made;
- (b) White Knights Chess Club – that a grant of £300 be made;
- (c) T.S. Echo, Llanelli Sea Cadets – that a grant in the sum of £530 be made to cover the cost of the two berths.

(2) SPONSORSHIP

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

RESOLVED that the following sponsorship be approved –

- (a) Infinite Arts – Musical - £300;
- (b) Llanelly House – exhibition – noted.

FURTHER RESOLVED – that the Town Clerk seeks advice regarding the possible restructuring of the Llanelly House lease terms and conditions from Lambert, Smith, Hampton.

(3) LETTERS OF THANKS

RESOLVED – that the letters of thanks received from Kids Cancer Charity and Guide Dogs Cymru – Llanelli & District branch be noted with pleasure.

The Meeting concluded at 7.00 p.m.