

# LLANELLI TOWN COUNCIL

## MINUTES

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## LLANELLI TOWN COUNCIL

### ORDINARY MEETING

2<sup>nd</sup> November 2016

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 2<sup>nd</sup> November 2016 at 6.00 p.m.

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

### Councillors

#### Bigyn Ward

M.J.P. Burns  
C.J. Reed, MBE.  
Ms. Ff.S. Larsen

#### Elli Ward

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

#### Glanymor Ward

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

#### Lliedi Ward

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

#### Tyisha Ward

C.C. Lucas (Leader of the Council)

**APOLOGIES:** Councillors R.M. Davies, J.S. Edmunds, Mrs. P.J. Edmunds, J. Owen, R.T. Price and D. Thomas

## **52. 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	5 <sup>th</sup> October 2016
Llanelli Joint Burial Authority	14 <sup>th</sup> September 2016
Planning, Licensing and Consultation Committee	10 <sup>th</sup> October 2016
Building and Finance Committee	17 <sup>th</sup> October 2016
Selwyn Samuel Centre Committee	17 <sup>th</sup> October 2016
Establishment Committee	24 <sup>th</sup> October 2016

## **53. CARMARTHENSHIRE SPORTS AWARDS**

The Town Clerk reported the receipt of an e-mail dated 5<sup>th</sup> October 2016, received from the Sports Development Officer, Carmarthenshire County Council with details of this year's awards (copies of the Criteria for Nomination and different categories having been previously circulated to members).

**RESOLVED** – that any member wishing to submit a nomination provides details supporting the nomination and a profile to the Town Clerk as soon as possible.

## **54. ASSET TRANSFER**

Further to Minute No. 50 of the Council meeting held on 5<sup>th</sup> October 2016, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

The report informed members that officers had met with a number of clubs and associations regarding the future management of parks and sports facilities and that these meetings had been positive.

At each meeting an option that had been discussed would involve the Town Council taking a lease for a facility and then sub-leasing the area used for sport to an organisation representing the clubs involved. The clubs would then be responsible for maintaining the pitches and changing rooms with the Town Council maintaining the general amenity areas surrounding the pitches. The Town Council could also consider making a financial contribution to the costs of pitch and changing room maintenance.

All the organisations involved have welcomed the Town Council's involvement and have indicated that they wish to work in partnership with this Council.

The Town Clerk informed members that there have been preliminary discussions with the Rural Council regarding grounds maintenance.

The County Council has confirmed that the football facilities at Parc y Morfa are already subject to a lease to Bwlch Rangers Football Club.

**RESOLVED** – that the information be noted and that further meetings are arranged to discuss Crown Park, Havelock Park, Parc y Dre, Penyfan Park, Penygaer & Llanerch with a view to presenting more detailed proposals to a future Council meeting.

## **55. HMS TRENCHANT**

The Town Clerk reported the receipt of a letter dated 26<sup>th</sup> September 2016, from the Commanding Officer giving an update on the progress of HMS Trenchant (copies having been previously circulated to members).

The e-mail explained that HMS Trenchant was now coming to the last few months of a very long and complex maintenance period with most of the ship's company now on-board and busy preparing for a significant period of shore based training.

The Town Clerk informed members that crew members would be present in this year's Remembrance Day Parade and the Mayor would be hosting a civic reception to which all members were invited.

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

## **56. MATTERS FOR INFORMATION**

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

- (1) National Association of Local Councils Bulletin – Issues 892 & 893;
- (2) Local Government Reform – Statement by Cabinet Secretary;
- (3) One Voice Wales – feedback from Annual Conference;
- (4) Active Travel Act – Town and Community Councils' Guide;
- (5) One Voice Wales - Annual Report;
- (6) Community Energy Wales update;
- (7) Wales Audit Office newsletter;
- (8) Welsh Treasury News.

**FURTHER RESOLVED** – that the Town and Community Councils' Guide to the Active Travel Act be circulated to all the local primary and comprehensive schools.

**57. MAYORAL ANNOUNCEMENT**

The Town Mayor (Councillor W.G. Thomas) referred to the recent admission to The Heath Hospital, Cardiff of Councillor Mrs. Jan Williams' husband Bernard and on behalf of the Town Council, extended the Council's best wishes to Bernard for a speedy recovery.

He also reported that Councillor R.T. Price was home following his recent heart surgery at Morriston Hospital and extended his best wishes to Councillor Price for a speedy recovery and hoped to see him back at Council meetings once he was fully recovered.

The Meeting concluded at 6.15 p.m.

**LLANELLI JOINT BURIAL AUTHORITY**

12<sup>th</sup> October 2016

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli on Wednesday, 12 October 2016 at 4:00 pm.

**PRESENT:** Councillors R. E. Evans (Chairman), M. J. P. Burns, J. S. Phillips, S. M. Donoghue, and C. J. Reed MBE

**32. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. R. F. Price.

**33. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**34. 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 - 14 September 2016

**35. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for August 2016 and the provisional report for September 2016 be noted.

**36. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for September 2016, which revealed expenditure for the month, amounted to £20,543.35.

**RESOLVED** that the information be noted.

**37. INTERIM INTERNAL AUDIT REPORT FOR 2016/2017**

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.

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The meeting concluded at 4:04 pm  
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**PLANNING, LICENSING AND CONSULTATION COMMITTEE**

7<sup>th</sup> November 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, 7<sup>th</sup> November 2016 at 6.00 p.m.

**PRESENT:** Councillors A.H. Hitchman (In the Chair), D.Ll. Darkin, Mrs. S. Najmi, C.J. Reed, MBE. and Mrs. J. Williams (substitute for Cllr. C.L. Thomas (Chairman)).

**APOLOGIES:** Councillors R.M. Davies, J.P. Jenkins (Vice-Chairman), Ms. Ff.S. Larsen, R.F. Price, R.T. Price and C.L. Thomas (Chairman).

**26. 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/34582 Mark Pritchard, 42 Coleshill Terrace, Llanelli. SA15 3DA	Proposed change of use from C3 dwelling house to C4 house in multiple occupation (HMO) at first and second floors and provision of a self-contained residential flat (C3) at ground floor.	No objection subject to the Planning Authority being satisfied with parking issues at this location.



Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/34583 Miss Caryl L. Rees, 24 Roland Avenue, Llanelli. SA15 3HU</p>	<p>Retention and completion of detached double garage and first floor games room not built in accordance with Planning Permission S/31836 approved on the 27/05/15.</p>	<p>No objection.</p>
<p>S/34596 Mr. Paul Lines, 144 – 145 Pentre Nicklaus Village, Llanelli. SA15 2DF</p>	<p>5 bedroom residential property and associated private amenity space.</p>	<p>Objection on the basis that the scale and massing of the proposed development is inappropriate at this location as it occupies two plots that would normally accommodate two dwellings.</p>
<p>S/34612 Carmarthenshire County Council, c/o Ruth Mullens, Armour Stone Revetment, North of Llanelli Beach, Llanelli.</p>	<p>Improvement of the Rock Armour Coastal Defence in front of the promenade at Llanelli beach.</p>	<p>No objection.</p>
<p>S/34631 Computer Graphic Signs, 32 Thomas Street, Llanelli. SA15 3JA</p>	<p>Proposed change of use of building from print/work shop A1 (ground floor) and residential flat C3 (first floor) to form restaurant and bar A3 (ground &amp; first floor) including ancillary works. Proposed new shop front.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/34639 Mr. Thomas Barnes, 8 Pryce Street, Llanelli. SA15 3DY	Build a garage with double pitched roof; build two boundary walls (both under 2m high, to the rear of the property, not near any highway).	No objection.

(1) LAND AT GREAT WESTERN CRESCENT, LLANELLI

Further to Minute No. 39 of the Building and Finance Committee meeting held on 17<sup>th</sup> October 2016, the Town Clerk reported that the planning application had been submitted in the Town Council's name on behalf of the Friends of Llanelli Train Station.

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

**27. NATIONAL INFRASTRUCTURE COMMISSION**

The Town Clerk reported the receipt of a letter dated 17<sup>th</sup> October 2016, received from the Rail Policy Programme Manager, Welsh Government together with consultation paper (copies having been previously circulated to members).

**RESOLVED** – that Committee supports the proposals in the consultation document and suggests that the commission should consider the principles of the Well Being of Future Generations Act in all its deliberations.

**28. BOWEN TERRACE, LLANELLI**

The Town Clerk reported the receipt of an e-mail dated 31<sup>st</sup> October 2016, received from the Traffic Management Technician, Carmarthenshire County Council with plan attached (copies having been previously circulated to members).

A request had been received for the introduction of prohibition of waiting at any time at the above location, which falls within a 20 miles per hour area. Due to their being limited off street parking places people are parking near the junction which is causing visibility concerns for vehicles entering and existing Bowen Terrace.

**RESOLVED** – that no objection be made to the above proposal.

**29. INDEPENDENT REMUNERATION PANEL FOR WALES  
DRAFT ANNUAL REPORT**

Further to Minute No. 28 of the Committee meeting held on 9<sup>th</sup> November 2016, the Town Clerk reported the receipt of an e-mail dated 6<sup>th</sup> October 2016 (copies having been previously circulated to members).

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

**30. MID AND WEST WALES FIRE AND RESCUE SERVICE**

Councillor Mrs. J. Williams declared a personal interest in this matter as a member of the Mid and West Wales Fire and Rescue Authority and as she considered this to be a prejudicial interest, she withdrew from the meeting; as a consequence the meeting was inquorate in respect of this item and there was no further discussion.

**31. PROPOSED PUBLIC PAYPHONE REMOVALS BY B.T.**

The Town Clerk reported the receipt of an e-mail dated 17<sup>th</sup> October 2016, received from the Planning Division of the Environment Department, Carmarthenshire County Council which included list of telephone boxes in the Town Council area that would be removed (copies having been previously circulated to members).

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

**32. REVIEW OF NATIONAL STANDARDS FOR COMMUNITY  
HEALTH COUNCILS**

The Town Clerk reported the receipt of an e-mail dated 25<sup>th</sup> October 2016, received from the Office Manager, Hywel Dda Community Health Council (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**

14<sup>th</sup> November 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, 14<sup>th</sup> November 2016 at 6.00 p.m.

**PRESENT:** Councillors Mrs. P.J. Edmunds (In the Chair), M.J.P. Burns, D.Ll. Darkin (substitute for Cllr. Mrs. J. Williams), J. Owen, C.J. Reed, MBE. (Substitute for Cllr. Mrs. L. Stedman) and D. Thomas.

**APOLOGIES:** Councillors Mrs. J. Williams (Chairman), J.S. Edmunds, W.J. Lemon, C.C. Lucas (Leader of the Council), Mrs. L.J. Stedman (Vice-Chairman) and W.G. Thomas (Town Mayor).

### **45. 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> October 2016, in the sums of £611,430 and £476,984 respectively (copies having been previously circulated to members).

**RESOLVED** – that the aforementioned report be adopted and approved.

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

**RESOLVED** – that the report of the Responsible Financial Officer dated 14<sup>th</sup> November 2016, be noted and approved.

#### **(3) 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. 14634 - 14658 (inclusive) amounted to £20,527.34 with Direct Debit, BACS payments and Other Payments amounting to £7,889.33, £14,975.00 and £202.80 respectively.

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

#### **46. COMMUNITY CENTRE HIRINGS**

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

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

#### **47. COMMUNITY DEVELOPMENT OFFICER'S REPORT**

Further to Minute No. 37 of the Committee meeting held on 17<sup>th</sup> October 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) FUTURE GENERATIONS ACT TOWN COMMUNITY COUNCILS**

The Larger Town Council Working Group supported by Carmarthenshire County Council and One Voice Wales have met on four occasions, the Clerk to Carmarthen Town Council will be presenting at the Public Service Board meeting on 17<sup>th</sup> November and will make the following three key points:

- The working group be acknowledged as good practice;
- Data requests from Key PSB partners;
- What will the future reporting template for Town and Community Council into the PSB Wellbeing Plan look like?

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

##### **(2) SAFER ROUTES IN COMMUNITIES FUNDING**

We are still awaiting confirmation whether the application submitted for Safer Routes to Communities funding for Old Road and Pentip Primary Schools has been successful.

**RESOLVED** – that the information be noted and further developments reported to future Committee meetings.

##### **(3) TIME CREDITS UPDATE**

Llanelli Time Credits project is now in its third year and has engaged with 75 community groups and has 1,036 members who have volunteered 2801 hours which is equal to £42,676. The project works with 74 service providers across South West Wales with over 3,044 time credits being spent during 2015/16.

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

#### (4) TY BRYNGWYN HOSPICE DAY CARE SERVICES

The Committee was informed that Ty Bryngwyn Hospice Day Care Services were currently under review and will undergo significant changes in January 2017, the Community Development Officer will be supporting the clients during the change process and conducting a skills audit and consultation with the group to establish what they would like to see after January.

**RESOLVED** – that the information be noted and further developments reported to a future meeting.

#### (5) DATES FOR DIARIES AND COMMUNITY ACTIVITY

- Ty Golau dementia drop in meet every Thursday 10.30am – 12.00pm at the Antioch Centre.
- Ty Bryngwyn Hospice Tenovus sing along choir meets every Thursday 11.30am -12.30pm.
- Sospan Shedders (Men's Shed) next meeting at 1.45 pm Antioch Centre Morfa on the 28<sup>th</sup> November
- Antioch Centre OAP Lunch Club - Every Monday at 12.00 pm;
- Every Tuesday evening Antioch Centre - Tenovus Singing Along 6.30 pm - 8.00 pm;
- Llanelli Multicultural Network Wellbeing day - Saint Paul's Family Centre - 21<sup>st</sup> October 12.00 pm - 3.00 pm;
- Y Lle Welsh Youth Group - 6.00 pm - 8.00 pm every Thursday night.

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

#### 48. 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) Llanelli Centre for the Deaf – that a grant of £300 be made;
- (b) Cancer Information & Support Services – that a grant of £300 be made;
- (c) Carmarthenshire Association Football League – that a grant of £800 be made;
- (d) Llanelli Wanderers Rugby Club – that a grant of £300 be made to top up their existing grant which did not take into account the provision of junior teams;
- (e) Llanelli Parish Church – that a grant of £500 be made towards the general maintenance programme.

(2) LETTER OF THANKS

**RESOLVED** – that the letter of thanks received from Marie Curie Nurses in Carmarthenshire be noted with pleasure.

**49. 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.

**50. LEGIONELLA CONTROL**

Further to Minute No. 95 of the Committee meeting held on 18<sup>th</sup> January 2010, members considered a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

The report had been prepared due to an approach by a company, Cross Plumbing and Heating Services offering their services for legionella management and control which was presently being carried out by Acord Chemical Services Ltd. The Principal Administrative Officer had asked both companies to submit quotes for the provision of legionella management and control.

**RESOLVED** – that the lowest tender quotation submitted by Acorn Chemical Services Ltd. in the sum of £2,910 be duly accepted and approved.

**51. ST. BARNABAS COMMUNITY CENTRE**

Further to Minute No. 24 of the Committee meeting held on 18<sup>th</sup> July 2016, members received a report prepared by the Town Clerk (copies having been previously circulated to members).

The community centre is held under a lease which runs from 29<sup>th</sup> September 1974 to 28<sup>th</sup> September 2024, with the rent being subject to a 10 yearly rent review with the latest in September 2004.

Members were informed that the community centre hirings have been steadily falling and that three of the regular hirers having given notice to stop using the facility. Following discussion, it was

**RESOLVED** – that the Town Clerk be authorised to contact the Council's Consultation Valuers and ask them to explore the possibility of the Council surrendering the lease and report back to a future Committee meeting.

## **52. PENYMORFA COMMUNITY CENTRE**

Further to Minute No. 59 of the Town Council meeting held on 6<sup>th</sup> January 2016, members received a copy of a letter dated 9<sup>th</sup> November 2016 from the Council's Solicitors, Messrs. Jennings (copies having been previously circulated to members).

The letter summarised the background to the Covenant relating to the premises and set out a number of options. Following discussion, it was

**RESOLVED** – that Jennings be instructed to approach the Practitioners / Liquidators to ascertain their position in relation to this matter.

## **53. LLANELLY HOUSE**

Further to Minute No. 44 of the previous Committee meeting held on 17<sup>th</sup> October 2016, members received a verbal update from the Town Clerk. He informed members that he had attended meetings with the other creditors and stakeholders; trustees of Cambrian Heritage Regeneration Trust (CHRT) had been present at one of the meetings. All organisations present indicated a willingness to work together to identify a solution to the current financial difficulties. However it was agreed that in order to do this it is essential that detailed financial information is available, it was proposed that the three main creditors (Architectural Heritage Fund, Finance Wales and Llanelli Town Council) would send a letter to the trustees of CHRT expressing concern at the current situation and indicating that the creditors and stakeholders may be able to assist if detailed financial information can be made available as a matter of urgency.

**RESOLVED** – that the Town Clerk be authorised to sign the proposed letter on behalf of the Town Council.

The Meeting concluded at 6.30 p.m.





## **ESTABLISHMENT SUB-COMMITTEE**

30<sup>th</sup> November 2016

At a Meeting of the **ESTABLISHMENT SUB-COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli, on Friday 30<sup>th</sup> November 2016 at 6.00 p.m.

**PRESENT:** Councillors M.J.P. Burns, J.S. Edmunds, A.H. Hitchman, W.G. Thomas (Town Mayor) and Mrs. J. Williams.

### **1. APPOINTMENT OF CHAIRMAN**

**RESOLVED** – that Councillor W.G. Thomas be appointed Chairman for the remainder of the current municipal year.

### **2. APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED** – that Councillor Mrs. J. Williams be appointed Vice-Chairman for the remainder of the current municipal year.

### **3. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED** – that, in view of the confidential nature of the business to be transacted, the following item 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.

### **4. TOWN CLERK - APPOINTMENT**

Further to Minute No. 4 of the Establishment Committee meeting held on 24<sup>th</sup> October 2016, the Town Clerk reported that by the closing date (25<sup>th</sup> November 2016) 12 applications had been received in response to the public advertisement of the post of Town Clerk, copies were circulated to members.

Members then proceeded with their assessment of the applications received, with a view to drawing up a short list of applicants to be interviewed. Members then considered the format and content of the interview process and the appointment procedure.

Following discussion, it was

**RESOLVED –**

- (1) That HB, MJC, AMG, AJH and DGJ be invited to appear for interview before an Extraordinary meeting of the Town Council to be held on Tuesday, 13<sup>th</sup> December 2016 at 6.00 p.m.
- (2) That the interviews be conducted in accordance with the format approved by the Committee.

The Meeting concluded at 7.10 p.m.