

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

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MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

5th December 2018

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 5th December 2018 at 6.00 p.m.

PRESENT: Councillor D.Ll. Darkin (Town Mayor)

Councillors

Bigyn Ward

M.D. Cranham, J.P.
J.S. Edmunds
M.P. Edmunds
C.A. Reed
W.E. Skinner

Elli Ward

J.P. Jenkins

Glanymor Ward

J.E. Jones, J.P.
W.J. Lemon
S.L. Rees
Mrs. B.A.L. Roberts

Lledi Ward

C. Griffiths
Ms. S. Najmi, J.P. (Leader of the Council)

Tyisha Ward

Ms. S.A. Curry
(Deputy Town Mayor)
T. Davies
A.S.J. McPherson

APOLOGIES: Councillors S.I. Davies, Miss LA. Edmunds, Mrs. S.J. Griffiths, J.G. Prosser, P.T. Warlow and Mrs. J. Williams.

77. TOWN CENTRE CCTV PROVISION

The Town Mayor (Councillor D.Ll. Darkin) welcomed Chief Superintendent Steve Cockwell from Dyfed-Powys Police and Mrs. Gwyneth Ayres from Carmarthenshire County Council to the meeting.

Chief Superintendent Cockwell thanked members for the opportunity to address the Town Council on the current CCTV provision in Llanelli Town Centre. Following an investment in the CCTV infrastructure in Dyfed-Powys by the Police and Crime Commissioner, Dafydd Llywelyn, to improve the safety of towns and communities, Llanelli Town has recently had 19 new CCTV cameras installed.

The aim is to deliver a sustainable CCTV infrastructure across the four counties of the force's area according to demand, crime, anti-social behaviour and calls for service. This will include a staffing model to monitor cameras in order to keep our communities safe, utilising modern technology and software to deliver a system that is future-proofed and supports operational policing.

The cameras in Llanelli are currently recording data 24/7 but are at present not monitored by staff but are analysed if needed following incidents and they have already proved successful in helping with three ongoing cases. Following the upgrade of the fiber optic link to Police Headquarters in Carmarthen, staff will be recruited and trained to monitor the cameras.

Members were informed that although other CCTV cameras (such as the County Council system) were currently operational in Llanelli it was not possible to add them to the police system although police officers would continue to use their data where appropriate when there is evidence of a crime.

Mrs. Ayres informed members that the County Council were continuing to utilise their current CCTV stock and had no plans to upgrade them.

There then followed a question and answer session after which the Town Mayor thanked Chief Superintendent Cockwell and Mrs. Ayres for their very informative presentation and they then both left the meeting.

RESOLVED – that the information be noted.

78. 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:-

Ex-Town Mayors Committee	7 th November 2018
Llanelli Town Council	7 th November 2018
Stebonheath Development Committee	7 th November 2018
Planning, Licensing and Consultation Committee	12 th November 2018
Building and Finance Committee	19 th November 2018
Establishment Committee	19 th November 2018

79. HYWEL DDA UNIVERSITY HEALTH BOARD

OUR BIG NHS CHANGE

Further to Minute No. 65 of the Council meeting held on 3rd October 2018, the Town Clerk reported the receipt of a letter dated 29th October 2018 from the Hywel Dda University Health Board (copies having been previously circulated to members).

The letter thanked members for collectively considering the outcome of the Health Board's decision and that although they did not have a Plan B, if capital funding from the Welsh Government was not secured, they would continue to make a strong case through the Welsh government's Five Case Model for Business Cases. If funding was not forthcoming the Health Board would have to engage and consult further with the public for an alternative model.

During the ensuing discussion members noted the response and reinforced the need for every member to continue with their support of the SOSPPAN campaign which is to support Proposal B+ and to continually scrutinise any further information and await future developments.

RESOLVED – that the information be noted and further developments be awaited.

80. ELECTORAL ARRANGEMENTS FOR THE COUNTY OF CARMARTHENSHIRE – DRAFT PROPOSALS

Further to Minute No. 71 of the Council meeting held on 7th November 2018, the Town Clerk reported the receipt of a reply from the Chief Executive, Local Democracy and Boundary Commission for Wales (copies having been previously circulated to members).

The letter informed members that the Council's comments had been duly noted and would be considered by the Commission along with other representations received in order for them to prepare their Final Proposals.

RESOLVED – that the information be noted.

81. ANNUAL ACCOUNTS 2017 - 2018

Further to Minute No. 33 of the Extraordinary Meeting held on 18th June 2018, the Town Clerk reported the receipt of the certified Annual Return from Messrs. Grant Thomas, UK, LLP. (copies having previously been circulated to members).

RESOLVED – that the information be noted and approved.

82. CORPORATE GOVERNANCE

Further to Minute No. 79 of the Extra-Ordinary Council meeting held on 10th January 2018, consideration was given to the current copy of the Town Council's Code of Corporate Governance (copies having previously been circulated to members).

RESOLVED – that the Code of Corporate Governance be approved.

83. EQUALITY AND DIVERSITY

Further to Minute No. 64 of the Council meeting held on 1st November 2017, members considered an updated copy of the Council's Equality and Diversity Policy prepared by the Town Clerk (copies having been previously circulated to members).

The Leader of the Council, Councillor Ms. Shahana Najmi, stated that recognising Equality and Diversity is fundamental to all aspects of a civilised society with the Policy taking into account respect and promoting equality, diversity and inclusion. Cllr. Najmi (Leader of the Council) assured members that the Town Council was committed to recognising and respecting the values, beliefs and culture of all individuals, and believed that every person has a right to be treated fairly irrespective of their race, gender, sexual orientation, beliefs, disabilities, age or marital status. The Town Council will stand against any forms of discrimination or racism and fully support all stances against such actions.

RESOLVED – that the updated Equality and Diversity Policy be noted and approved.

84. ASSET TRANSFER

LAND ADJACENT TO WADDLES COURT

Members considered a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Following a request by two Council Members, Council Officers have assisted on a proposal to provide a new play area in the Tyisha Ward within the grassed area adjacent to Waddles Court at the corner of Columbia Row and Ann Street. The discussions are at an early stage and have involved consideration of possible play equipment including items that are accessible for disabled users along with a dog walking area.

Under this project the County Council and Tyisha Ward County Councillors would provide and obtain funding for the project and once completed the new play area would be transferred to the Town Council under asset transfer.

There would be no anticipated initial cost outlay to the Town Council with early maintenance costs likely to be low and limited to:

- Litter Picking - £500 - £1,000 per annum;
- Play Area Inspection - £500 per annum;
- Grass cutting / Weeding of play area and immediate surroundings / pathways - £2,000 - £3,000 per annum;
- Repairs – low maintenance cost due to new equipment, however some wear and tear is likely.

The advantage to the proposed project is that it would provide a new play area for the Tyisha Ward at no initial cost to the Town Council that would otherwise not be provided. The Town Council would however be expected to take responsibility for the ongoing costs of the facility following completion.

RESOLVED – that the Town Council authorise continued progress on this possible project and agree the possible asset transfer of the land in question on the proviso that the proposed play area is installed prior to transfer to the Town Council.

85. MATTERS FOR INFORMATION

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

- (1) Understanding Welsh Places;
- (2) One Voice Wales – December 2018 Bulletin;
- (3) Office Christmas Closure arrangements

86. SEASON'S GREETINGS

Before closing the meeting, the Town Mayor (Councillor D.Ll. Darkin) wished all members and officers of the Council a Merry Christmas and a happy New Year.

The Meeting concluded at 6.55 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

10th December 2018

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, 10th December 2018 at 6.00 p.m.

PRESENT: Councillors C.A. Reed (Chairman), D.Ll. Darkin (Town Mayor), C. Griffiths, Mrs. S.J. Griffiths, J.E. Jones, J.P., A.S.J. McPherson (Vice-Chairman), S.L. Rees and P.T. Warlow.

APOLOGIES: Councillors S.I. Davies, M.P. Edmunds and J.P. Jenkins.

30. TOWN AND COUNTRY PLANNING ACT

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.

Councillor Mrs. S.J. Griffiths declared an interest in Application No. S/38072, as the Council's nominated representative on the Board of Governors, but as she did not consider this to be a prejudicial issue she remained in the meeting during the discussion and voting thereon.

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/37933 Mr Matthew Williams, 105 Pentre Nicklaus Village, Llanelli, SA15 2DF	Single storey rear extension, with a balcony to the first floor.	That the County Council Planning Committee determines this application following a site visit by County Council members together with objections that the application: <ul style="list-style-type: none">• Contravenes Policy GP1 part (d) that no proposals will be permitted that will have a significant impact on the amenity of adjacent land uses;• Contravenes Policy GP6 part (d) that no proposed extension will be permitted that adversely effects the local environment and the amenities of neighbouring developments.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/38047 Philip Gregory-May, 29 Bryntirion, Llanelli, SA15 3QD</p>	<p>Two storey side extension.</p>	<p>Objection on the following basis:</p> <ul style="list-style-type: none"> • it was an over-development by virtue of the scale of the extension in relation to the size of the existing property; • the proposal would result in an unacceptable loss of amenity space.
<p>S/38048 Mr C and Mr J Slader, 3 Trinity Road, Llanelli, SA15 2AB</p>	<p>Change of use of two storey dwelling house to a house of multiple occupation (HMO)</p>	<p>Objection on the following basis:</p> <ul style="list-style-type: none"> • Contravenes Policy GP1 part (d) that no proposals will be permitted that will have a significant impact on the amenity of adjacent land uses; • Contravenes Policy H3 part (a) that applications will not be permitted if they result in the over intensification of property use; • Glanymor and Tyisha wards are already oversaturated with HMO properties; • Local members feel that there was an urgent need for regeneration in this area and the introduction of more C4 class HMO properties would have a detrimental effect on the area.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/38050 Mrs Alison Anderson, 30 Clifton Terrace, Llanelli, SA15 1HA</p>	<p>Proposed first floor bathroom extension</p>	<p>No objection.</p>
<p>S/38051 Mr Owen Harries, 19 Penywarc Road, Llanelli, SA15 1NJ</p>	<p>Proposed two storey extension to rear of existing dwelling</p>	<p>No objection.</p>
<p>S/38072 Head of Property, Mr Jonathan Fearn, Old Road Junior and Infant School, Old Road, Llanelli, SA15 3HW</p>	<p>Provision of 2 no. steel framed shelters, clad with pet sheeting, purposed for the storage of scooters and bicycles, and for parent waiting at Old Road Junior School, Llanelli Shelter (A) being 4.0M x 2.2M x 2.1M high. Shelter (B) being 10.0M x 6.0M x 2.1M high.</p>	<p>No objection.</p>
<p>S/38073 Head of Property, Mr Jonathan Fearn, Pentip VA Primary School, Pembrey Road, Llanelli, SA15 3BL</p>	<p>Provision of 3 no. steel framed shelters, clad with pet sheeting, purposed for the storage of scooters and bicycles, and for parent waiting at Pentip Primary School, Llanelli Shelter (A) being 4.0M x 2.2M x 2.1M high. Shelter (B) being 8.0M x 3.0M x 2.1M high. Shelter (C) being 10.0M x 2.3M x 2.1M high.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/38108 Terry Morgan, 1 Bwlchgywynt, Llanelli. SA15 2AJ</p>	<p>Balcony at rear of the house. Remove bedroom window and refit with doors. Change lean-to roof from sloping to flat. Have galvanised steel structure to bolt on to property to make base and support for balcony. Glass clear screen around balcony with 1.8 high obscure glass screen as privacy to property No. 3.</p>	<p>That the County Council Planning Committee determines this application following a site visit by County Council members since the application may:</p> <ul style="list-style-type: none"> • Contravene Policy GP1 part (d) that no proposals will be permitted that will have a significant impact on the amenity of adjacent land uses; • Contravene Policy GP6 part (d) that no proposed extension will be permitted that adversely effects the local environment and the amenities of neighbouring developments.
<p>S/38110 Pobl Group, The Maltings (former Buckleys Brewery site), Llanelli. SA15 3PH</p>	<p>Removal of staircase at lower ground floor level and alterations to roof lights and internal group floor ceiling height.</p>	<p>No objection.</p>

31. APPLICATION FOR PREMISES LICENCE

(1) THE DISCOVERY CENTRE, NORTH DOCK, LLANELLI

The Town Clerk reported the receipt of a Notification for Premise Licence for The Discovery Centre, North Dock, Llanelli. The application was for the sale of alcohol from Monday to Sunday between the hours of 09.00 a.m. and 11.00 p.m.

RESOLVED – that no objection be made to the application.

(2) KUBUS, 29 STATION ROAD, LLANELLI

The Town Clerk reported the receipt of a Notification for Premise Licence for Kubus, 29 Station Road, Llanelli. The application was for the sale of alcohol from Monday to Sunday between the hours of 09.00 a.m. and 09.00 p.m.

RESOLVED – that no objection be made to the application.

32. ANNUAL MONITORING REPORT OF THE CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2017-18

The Town Clerk reported the receipt of the Carmarthenshire County Council Annual Monitoring Report on the Carmarthenshire Local Development Plan 2017-18 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

33. BUDGET CONSULTATION 2019-2022

Further to Minute No. 61 of the Committee meeting held on 12th March 2018, the Town Clerk reported the receipt of a consultation received from Carmarthenshire County Council together with a link to an online budget survey (copies having previously been circulated to members).

RESOLVED – that the information be noted.

34. MATTERS FOR INFORMATION

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

- (a) Carmarthenshire County Council – Revised Local Development Plan 2018-2033 – Feedback Report from Key Stakeholder Forum held on the 13th September 2018.
- (b) Carmarthenshire County Council – Event report from an engagement workshop for Community and Town Councils on the Revised Local Development Plan in Carmarthenshire held on the 30th July 2018.
- (c) Carmarthenshire County Council – Notification of the temporary closure of the B4304 Pont Agen, Llanelli, from its junction with Sandy Roundabout for a total distance of 858 meters in a southerly direction. Carried out from 10:00 hours to 14:00 hours on Sunday 18th November, 2018.
- (d) Carmarthenshire County Council – Notification of appeal under S78 of the Town and Country Planning Act 1990 against refusal of a householder application by Anya Phillips, 13 Stradey Park Avenue, Llanelli, SA15 3EG (App 1279 – S/37372).

- (e) Mid and West Wales Fire and Rescue – Consultation on the Draft Corporate Plan 2019 – 2024.

35. SEASON'S GREETINGS

Before closing the meeting, the Chairman (Councillor C.A. Reed) wished all members of the Committee a Merry Christmas and a Happy New Year.

The Meeting concluded at 6.17 p.m.

BUILDING AND FINANCE COMMITTEE

17th December 2018

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 17th December 2018 at 6.00 p.m.

PRESENT: Councillors Ms. S. Najmi, J.P. (Chairman)(Leader of the Council), M.D. Cranham J.P., Ms. S.A. Curry (Deputy Town Mayor), D.Ll. Darkin (Town Mayor)(substitute for Cllr. J.G. Prosser), T. Davies, J.S. Edmunds (Vice-Chairman), Ms. L.A. Edmunds, W.J. Lemon, Mrs. B.A.L. Roberts, W.E. Skinner and Mrs. J. Williams.

APOLOGY: Councillor J.G. Prosser.

69. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for 1st April – 30th November 2018 and payment schedule (copies having been previously circulated to members).

(1) INCOME AND EXPENDITURE

RESOLVED – that the Income and Expenditure report for the aforementioned period, in the sums of £917,707 and £691,545 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 15455 - 15499 (inclusive), in the sum of £77,174.59, and Direct Debit, BACS payments and Other Payments, in the sum of £7,544.52, £15,640.19 and £0 respectively, be approved.

(3) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the Budget Review report dated 17th December 2018, be noted and approved.

70. COMMUNITY CENTRES

HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of November 2018 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

71. COMMUNITY DEVELOPMENT OFFICER

(1) REPORT

Further to Minute No. 58 of the Committee meeting held on 19th November 2018, consideration was given to the written report of the Community Development Officer (copies having been previously circulated to members). The report dealt with the following:

(a) Tyisha Working Group Update

The Tyisha Working Group continues to meet and the Steering Group meeting was held on the 25th September at Paddock Street, Community Centre and the next steps are for the group to meet to agree on actions and responsibilities and the meeting is planned for 19th December at Paddock Street Community Centre.

RESOLVED – that the information be noted.

This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.

(b) Llanelli Community Partnership

Llanelli Community Partnership will be meeting on the 20th December at 6pm at Llanerch Community Centre, the meeting will see a number of presentations including the Street Buddy Project and an update on Fusion. The meeting will also be an opportunity for networking between groups.

RESOLVED – that the information be noted.

This meets goals 1, 2, 3, 4, 5, 6 and 7 of The Wellbeing of Future Generation Act 2015.

(c) Carmarthenshire Toy Box Appeal

The 2018 Carmarthenshire Toy Box Appeal has seen an increase of 40% in numbers of individuals and families in Carmarthenshire reported as needing assistance. The Toy Box appeal is facilitated by Carmarthenshire County Council Youth Service and will see toys donated to nominated families with children between the ages of 0 – 16 years. Well-being packs are provided for 16-18 year olds consisting of health products such as shampoo and shower gel. A number of food hampers with items such as pasta, rice and dried milk will also be available to those that are nominated.

Within the Town Council Wards, 301 families or individuals have been identified for Toy Boxes, 23 Well-being packs and 68 food hampers have also been requested to date. Whilst enough food and supplies have been donated for the wellness packs and food hampers, there is a shortage of toys for 2018. The Town Council is pleased to support the appeal again this year and donated £305 worth of toys to the scheme.

The Community Development Officer also informed members that through her involvement with various community groups and organisations, the Toy Box Appeal had received additional donations.

A Review of the Toy Box Appeal will be carried out by Carmarthenshire County Council in early 2019 and the Community Development Officer sitting on the Review Panel.

RESOLVED – that the information be noted.

This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(d) Those In Need at Christmas

A number of agencies and faith groups will again this year be supporting those that require assistance with Soup Kitchens and Lunches held across Llanelli over the Christmas Period. There are volunteering opportunities available on the following days:

- The Town Mayor, Cllr. Darkin will be hosting an evening at Greenfield Soup Kitchen on the 19th December.
- Y Lle Soup Kitchen will be opening on both Christmas Eve and Christmas Day evening.
- The Salvation Army will be providing a free Christmas Lunch.
- Greenfield Church Soup Kitchen will be open on Boxing Day.

Members were mindful of the difficulties encountered by the homeless in the Town Council's area throughout the year and whilst the council could not contribute financially to resolve the situation it may be possible to help facilitate a solution.

The Town Clerk informed members that, following a request from the Leader of the Council, he had attended two meetings of the Cold Weather Planning Group run by the County Council Housing Department where the wellbeing of the homeless in Llanelli during cold weather periods was a priority. The Group consists of representatives from housing associations, voluntary groups and the Salvation Army and is funded from monies received from Welsh Government.

Unfortunately due to the limited number of volunteers and there being insufficient time to train them the County Council will be using bed and breakfast accommodation during this cold period.

The County Council has a duty to provide shelter and receives many calls on a daily basis from the public requesting assistance and providing they meet the criteria are housed in temporary accommodation.

It was felt that a presentation by the County Council on this matter would enable Town Councillors to fully understand the situation.

RESOLVED – that the information be noted and further developments awaited.
This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(e) Wrapped in Love Project

The Wrapped In Love project continues through December every Saturday in the Market, located opposite Jenkins. This will be the second year that the Town Council has supported this event.

This project offers a free gift wrapping service and an opportunity for isolated individuals to connect with others.

RESOLVED – that the information be noted.
This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(f) People Speak Up

People speak up has had a very successful year in 2018 delivering 9 key health and wellbeing projects.

Over the last 6 weeks assistance has been given towards developing projects proposed for year 2 in 2019. A lottery application, in excess of £100k, is also being developed to secure funding for a further six key health and wellbeing projects in Llanelli for the year.

It is planned for the project to work with those that are living with long-term illness, dementia and cancer. Work will also be carried out with people living with loneliness along with a youth project and it is anticipated that the application will be submitted in January 2019.

RESOLVED – that the information be noted.
This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(g) WW1 Exhibition – Llanelli Library

Paintings, pictures and artefacts from WW1 have been gathered from projects delivered to date and will be displayed in Llanelli Library and possibly Parc Howard for the remainder of the year.

RESOLVED – that the information be noted.
This meets goals 1, 2, 3, 4, 5, 6 and 7 of The Wellbeing of Future Generation Act 2015.

(h) Dates for Diaries, Community Activity for December

- Every Tuesday evening Llanelli Library- Tenovus Singing Along 6.30 pm - 8.00 pm
- Llanelli Multicultural Network drop-in - Saint Paul's Family Centre every Friday 1.30 pm - 3.00 pm
- Y Lle Welsh Youth Group - 6.00 pm - 8.00 pm every Thursday night, youth club for young people
- Y Lle, Sospan Soup Kitchen Sundays 7.00 - 8.00pm
- Sospan Shedders sessions every Friday 10.00 am - 1.30 pm in Derwent Street.
- Greenfield Church, soup kitchen every Wednesday - 6.00pm
- Llanelli Mayoral evening Greenfield Soup Kitchen- 6.00pm
- 'Story Care & Share' 19th of December at The Ffwrnnes Fach, Llanelli - 10am, this is a morning to come along and meet the team that will be delivering the project.
- Connecting Communities at The Ffwrnnes Fach on 19th December - 2pm

(2) ACCREDITED COMMUNITY DEVELOPMENT COURSE

Members were informed that there was currently a Community Development Course available with Gower College which was fully funded by Welsh Government and it was

RESOLVED – that the Community Development Officer be authorised to attend.

72. INTERNAL AUDIT

Further to Minute No. 19 of the Committee meeting held on 18th June 2018, consideration was given to the Internal Audit Report 2018-19 (First Interim) prepared by Auditing Solutions Ltd. (copies having been previously circulated to members).

RESOLVED – that the information be noted.

73. 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) Llanerch Community Group – that a grant of £300 be made;
- (b) Seaside A.F.C. – that a grant of £800 be made;
- (c) Cancer Information & Support Service – that a grant of £300 be made;
- (d) Llanelli Veterans Association – that a grant of £300 be made;
- (e) Welsh Hearts – that this application be noted;
- (f) Llanelli Centre for the Deaf – that a grant of £300 be made;
- (g) Llanelli Ramblers – that a grant of £300 be made;
- (h) Crown Park Association – that a grant of £300 be made;
- (i) C.C.C. Youth Support Service Christmas Toy Box Appeal – that the Committee approves retrospectively the grant of £305.

(2) LETTERS OF THANKS

RESOLVED – that a letters of thanks received from Llangennech Cricket Club and St. Alban Ladies Fellowship be noted with pleasure.

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

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

75. LEGIONELLA CONTROLS

(1) LEGIONNAIRES' DISEASE

Further to Minute No. 50 of the Committee meeting held on the 14th November 2016, members received a copy of a report prepared by the Principal Administrative Officer together with updates on the measures undertaken to control Legionnaires' disease in water systems provided in council facilities and provided recommendations for works required to be implemented and necessary improvements at the newly acquired asset transferred locations (copies having been previously circulated to members).

The Town Council has a contract with Acorn Chemical Services Ltd. for the required works relating to the management of water systems at its facilities. In compliance with HSE guidance documents ACOP and HSG 274 which detail the required ongoing monitoring regimes for various hot and cold water systems. The contract provides for the following activities:

- Annual Risk Assessments by qualified engineers.
- Provision of management plan file at each location.
- Monthly Temperature Tests by contractors of all facilities which include chlorifiers (all asset transfer sports facilities, the Old Vicarage, Selwyn Samuel Centre, Stebonheath and Penymorfa Community Centre).

- Tests to paddling pool and chlorination of splash pad facilities prior to commencement of use.
- Six monthly Temperature Tests by contractors of all other facilities.
- Quarterly temperature checks and descaling / disinfection of showers.
- Six monthly test of incoming mains, check of water tanks and chlorination of sprinkler tanks.
- Annual check and clearing of chlorifier drain valve. Maintenance of Thermostatic Mixer Valves.

On receipt of the monthly report any non-compliance is immediately reported to the Council's plumbing contractor, R.T. Davies & Sons Ltd., for repair. Town Council Caretaking staff also undertake weekly water flushing of seldom used taps, toilets and all shower units at each facility.

These activities ensure that the Town Council complies with the legal requirements in relation to management of the Water Systems. The Council will also have access soon to the Acorn web portal which will enable Council Officers to more closely monitor the works being carried out at sites.

RESOLVED – that the contract arrangement in place be approved and current actions undertaken noted.

(2) DUTY HOLDER AND RESPONSIBLE PERSON

Under general Health and Safety Law, Duty Holders, including employers or those in control of premises, must ensure the health and safety of their employees or others who may be affected by their undertaking. They must take suitable precautions to prevent or control the risk of exposure to legionella. They also need to either understand, or appoint somebody competent who knows how to identify and assess sources of risk, manage those risks, prevent or control any risks, keep records and carry out any other legal duties they may have.

The Council as an employer has to appoint a duty holder and responsible person.

(i) Duty Holder

The Duty Holder must be an appropriate person in the organisation that has sufficient authority and knowledge to take ultimate responsibility for the management plan. They must be able to undertake 'executive' decisions and be in a position to provide the resources to operate the management plan to control the risk, or to initiate appropriate actions if control measures are suspected of not being effective and control has been lost or compromised. They must be able to assess that the actions and processes detailed in the management plan are proportionate and are being routinely completed to the required standards by suitably trained, experienced and competent persons.

(ii) Responsible Person

A competent person must be appointed to undertake day-to-day responsibility for controlling any identified risk from legionella bacteria, known as the “responsible person”.

It is important for the appointed person to have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out effectively and in a timely way.

RESOLVED – that as per the Officer arrangements already in place, the Town Clerk be confirmed as Duty Holder and the Principal Administrative Officer be confirmed as Responsible Person for Llanelli Town Council.

(3) ASSET TRANSFER LOCATIONS

During the asset transfer process for Crown Park, Havelock Park, Parc y Dre and Penyfan Park it became clear that the processes undertaken by Carmarthenshire County Council in their water system management did not reach the high standards expected by the Town Council. The Town Council therefore undertook its own risk assessments and implemented the previously explained processes for these sites.

The risk assessments recommended a number of actions at each location. These were provided to the County Council who disagreed with the recommendations, advising that in their opinion the works were not necessary. The Town Council commissioned an independent review of the risk assessments undertaken by both Councils with the review concluding that the work recommended should be carried out and thereby supporting the Town Council contractor’s recommendations.

Works recommended at Havelock and Parc y Dre Bowls Pavilions were minor and have been progressed. Penyfan Changing rooms’ recommendations are now outdated taking account of the shower upgrades already approved by the Committee.

Prices were requested for the works associated with Crown Park and Parc y Dre changing rooms:-

Crown Park Changing Rooms	RT Davies and Sons	RNF Services
Fit single TMV’s to each shower where common blending is taking place.	£6,910	£3,213

Parc y Dre – Changing Rooms	RT Davies and Sons	RNF Services
Fit single TMV’s to each shower where common blending is taking place.	£9,794	£4,082.40

RESOLVED – that the Committee approves completion of the necessary works by the lowest tender supplied by RNF Services.

FURTHER RESOLVED – that due to the significant difference in the tender amounts a third Plumbing Contractor be invited to tender for future works.

76. PLAY AREA MAINTENANCE

Further to Minute No. 44 of the Committee meeting held on the 17th September 2018, members received a copy of a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Members noted that Llanelli Town Council and Llanelli Rural Council work in partnership to carry out the ground maintenance at the asset transfer playing fields and areas in Llanelli. The Rural Council carry out grounds maintenance while the Town Council staff undertake twice weekly litter picking and weekly recorded play equipment inspections.

However, when originally put in place, the works envisaged to be carried out by the Rural Council staff did not extend to areas within fenced playing areas. Grounds maintenance works have been carried out on an ad hoc basis by the Rural Council staff since asset transfer was completed, however, there are areas of work that require greater frequency and following discussions with the Rural Council it would appear that their staff compliment is at capacity with limited availability to take on additional tasks. A tender document was therefore circulated to local and national contractors for the following work areas:

All sites

- Monthly weeding and quarterly weed spraying of play areas and surrounding fence lines.
- Quarterly spray treatment of moss growth around play areas, on safety surfacing, along surrounding fence lines and under benches.
- Quarterly cleaning of marks, algae, other growth and graffiti from playing equipment and benches.
- Monthly removal of leaf and other debris accumulation in the play areas.

Havelock and Penyfan Park

- During March – September, monthly power washing, cleaning and algae / moss treatment of splash pads surfacing and equipment.

The Tender requested separate prices for the period from 1st January – 31st March 2019 and for the 2019-20 financial year. Unfortunately only one quotation had come to hand as follows:

Mark's Gardening Services

- January 2019 – March 2019 £970.00
- April 2019 – March 2020 £4,080.00

RESOLVED – that the Committee approves completion of works for the period January – March 2019 by Mark's Gardening Services and that a further tender exercise be undertaken in order to obtain additional prices in the new financial year.

77. SPORTING FACILITIES FENCING AND COMPOUNDS

Further to Minute No. 45 of the Committee meeting held on the 17th September 2018, members received a copy of a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Following the signing of the asset transfer lease documentation the Town Council has now received the maintenance grant payment from the County Council in the sum of £182,258.

Tenders have therefore been prepared by the Town Council Consultant Architect for the agreed improvement works to changing facilities and pavilions at each location. The first completed tender exercise relates to the fencing works agreed by the Town Council as follows:

- Storage compounds at Crown Park (includes funding secured from the Carmarthenshire County Council S106 scheme).
- Bowling Green and Pavilion replacement fencing at Havelock Bowls (includes 50% funding secured from the Carmarthenshire County Council S106 scheme).
- Bowling Green and Pavilion fencing at Parc y Dre Bowls.

The proposed fencing will protect the Town Council assets and ensure the facilities can be fully utilised by the Sporting Organisations located at each site and for them to extend the opportunities they provide to individuals of all ages and abilities across the Community.

The Tender report informed members that although three tender documents had been sent out only two were returned. They were:-

South Wales Fencing	£42,816.31 (plus VAT)
M.B.P. Fencing	£61,557.00 (plus VAT)

The Town Council's Consultant Architect has also recommended that, as a precaution, planning permission be sought for the fencing proposed at Havelock and Parc y Dre. The application will be lodged urgently to enable works to be completed in early 2019.

RESOLVED –

1. That the Committee agrees the recommendation outlined in the Consultant Architect's tender report and accepts the lowest tender from South Wales Fencing in the sum of £42,816.31 plus vat.
2. That the Committee approves the relevant planning applications to be lodged with Carmarthenshire County Council.

The Meeting concluded at 6.45 p.m.