

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI JOINT BURIAL ADVISORY COMMITTEE

14 November 2018

At the **Meeting** of the **Llanelli Joint Burial Advisory Committee** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 November 2018 at 4:00 pm.

PRESENT: Councillors B.A.L. Roberts (Vice-Chairman)(In the Chair), D.Ll. Darkin, P.M. Edwards, T. Devichand, H.J. Evans, J.S. Edmunds and S. J. Griffiths.

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. S.M. Donoghue, E. Simmons, J. Williams and Mr D. G. Jones (Town Clerk).

19. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

20. 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 - 12 September 2018

21. INCOME AND EXPENDITURE REPORT

RECOMMENDED that the income and expenditure report up to 30 September 2018 be noted.

22. DRAFT ESTIMATES OF INCOME AND EXPENDITURE 2019-2020

Members considered the rate of interest to be applied to the income and expenditure estimates in support of the preparation of the forthcoming 2019-2020 budget. The Secretary referred to the latest bulletin released by the Office for Natural Statistics on 14 November 2018, which revealed a figure of 2.2% for the Consumer Price Inflation Index and it was,

RECOMMENDED that a rate of 2.2% be applied to the income and expenditure estimates accordingly.

23. 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.

24. LLANELLI CREMATORIUM – ANNUAL RENT REVIEW

Members considered the Secretary’s report informing of the impending annual rent review and which confirmed the amount of rent payable by Crematoria Management Ltd, with effect from 1 December 2018.

Following discussion, it was

RECOMMENDED that the rent for the ensuing year be confirmed as £32,824 and that Crematoria Management Ltd be notified accordingly.

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The meeting concluded at 4.10pm
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LLANELLI JOINT BURIAL ADVISORY COMMITTEE

23 January 2019

At the **Special Meeting** of the **Llanelli Joint Burial Advisory Committee** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 23 January 2019 at 4:00 pm.

PRESENT: Councillors B.A.L. Roberts (Vice-Chairman)(In the Chair), D.Ll. Darkin, P.M. Edwards, T. Devichand, H.J. Evans, J.S. Edmunds and J. Williams.

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. S. M. Donoghue and Mr D. G. Jones (Town Clerk).

26. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

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

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

28. SCALE OF FEES

(1) Exclusive Rights of Burial Fees

	£
Conventional grave - 30 year period	700.00
Conventional grave - 50 year period	1398.00
Cremated Remains - 30 year period	189.00
Cremated Remains - 50 year period	377.00
Cremated Remains Vault – 30 year period	1022.00

(2) Cemetery Management Fees

The following charges would be levied where purchased Exclusive Rights of Burial was not applicable:

Cemetery management fee for a conventional grave	290.00
Cemetery management fee for a cremated remains plot	146.00

(3) Interment Charges

	£
Grave - Depth for 2	430.00
Grave - Depth for 3	673.00
Child's Grave	0.00
Interment in existing grave	430.00
Interment of cremated remains	143.00
Interment of cremated remains in Vault	60.00
Interment of cremated remains in Garden Plot	70.00
Weekend Surcharge Interment Grave	389.00
Weekend Surcharge Interment Cremated Remains	51.00

(4) Natural Burial Area

Single Depth Grave with 30 year EROB	1130.00
Reservation Fee (10 Years)	54.00
Marker Post	107.00*
Memorial Tree	107.00*
Single Cremated Remains Plot with 30 year EROB	332.00
Reservation Fee (10 Years)	29.00
Marker Post	64.00*
Scattering	38.00

(5) Scattering Gardens

Scattering in Memorial Gardens	38.00
Garden Wall Memorial Plaque (Square) – 15 Year Lease	128.00*
Garden Wall Memorial Plaque (Square) – 30 Year Lease	201.00*
Garden Wall Memorial Plaque (Oval) – 15 Year Lease	153.00*
Garden Wall Memorial Plaque (Oval) – 30 Year Lease	227.00*
Plaque Space Reservation Fee – 15 Year Period	36.00
Plaque Lease Renewal Fee – 15 Year Period	74.00*
Plaque Lease Renewal Fee – 30 Year Period	147.00*
Second Inscription Fee	42.00*
Ceramic Photo Plaque – 5 cm x7 cm	64.00*
Ceramic Photo Plaque – 8 cm x10 cm	74.00*
Single Walkway Memorial – 15 Year Lease	337.00*
Single Walkway Memorial – 30 Year Lease	443.00*
Double Walkway Memorial – 15 Year Lease	427.00*
Double Walkway Memorial – 30 Year Lease	532.00*
Leaf Vault with 30 Year Exclusive Right of Burial	997.00

(6) Other Charges

	£
Hire of Chapel (including speaker)	42.00
Testing of Grave	108.00
Exhumation of Ashes	143.00*
Exhumation of Body	(Actual and necessary costs)
New memorial - headstone	125.00
New memorial - kerbset	148.00
Additional names cut on headstones	63.00
Memorials within Garden of Remembrance	86.00
Memorial Bench Permit Fee	150.00
Additional Excavation Fee for Bricked Grave	409.00
Family History Search (per individual name)	10.00
Memorial Bench	980.00*
Chapel Memorial Plaque	50.00*
Chapel Memorial Plaque Reservation	20.00

All fees marked with * are subject to VAT @ the current prevailing rate of 20%

RECOMMENDED that the above fees be approved from 1 April 2019.

29. ESTIMATES OF INCOME AND EXPENDITURE

The Secretary presented Members with a detailed report in respect of the Estimates of Income and Expenditure for 2019 / 2020, and after a lengthy discussion it was

RECOMMENDED that a budget contribution of £120,000 be requested from Llanelli Rural Council for the financial year 2019 / 2020, and that in turn it requests £60,000 from Llanelli Town Council as its contribution towards service costs.

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The meeting concluded at 4.25pm
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EX-TOWN MAYORS' COMMITTEE

5th February 2019

At a Meeting of the **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Tuesday, 5th February 2019 at 5.00 p.m.

PRESENT: Councillors J.P. Jenkins (Vice-Chairman)(In the Chair), W.J. Lemon, Mrs. S. Najmi (Leader of the Council) and W.E. Skinner.

ALSO PRESENT: Councillors D.Ll Darkin (Town Mayor) and J.E. Jones, J.P.

APOLOGIES: Councillors J.S. Edmunds and Mrs. J. Williams.

3. 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.

4. TOWN MAYOR – ELECT 2019/2020

Further to Minute No. 3 of the Committee meeting held on 25th February 2018, the Chairman welcomed Councillor J.E. Jones, J.P. and the Town Mayor (Councillor D.Ll. Darkin) to the meeting. It was noted that copies of the Mayoral Handbook having been previously circulated to all attendees.

Members were informed that the Town Clerk had met with Councillor Jones to go through the details set out in the Mayoral Handbook and this meeting offered members the opportunity to pass on their advice and experiences to the Mayor Elect together with an opportunity for Councillor Jones to ask questions.

Councillor Jones confirmed that he was fully aware of the requirements and obligations of the office and was honoured to be offered the opportunity to serve his community as Town Mayor during the 2019/20 municipal year.

Councillor Jones confirmed that his wife, Angela, would be his Mayoress and the Deputy Mayor would be Councillor M.D. Cranham with his wife, Megan, undertaking the role of his Mayoress.

Following a period of advice offered by members and by the current Town Mayor, it was

RESOLVED – that Councillor J.E. Jones be approved as Mayor Elect for the forthcoming municipal year and that the updated Mayoral Handbook also be approved.

The Chairman and members extended their congratulations and best wishes to Councillor J.E. Jones. Councillor Jones and the Town Mayor then left the meeting.

5. CAR PARKING PRIVILEGES

Members considered the Town Clerk's verbal report regarding current parking privileges in respect of non-serving Ex-Town Mayors.

The Town Clerk explained that due to the increased number of Councillors car parking spaces were at a premium which was being exacerbated by the number of Ex-Town Mayors who were currently afforded the privilege of parking their vehicles.

Reference was also made in respect of many other non-council users afforded parking privileges, however, this would need to be considered at a future Building and Finance Committee meeting together with the possible designation of a disabled parking space.

Following the discussion, it was

RESOLVED - that the car parking privilege afforded to Ex-Town Mayor's be rescinded due to the lack of space.

The Meeting concluded at 5.25 p.m.

LLANELLI TOWN COUNCIL

ORDINARY MEETING

6th February 2019

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 6th February 2019 at 6.00 p.m.

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

Councillors

Bigyn Ward

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

Elli Ward

J.P. Jenkins

Glanymor Ward

J.E. Jones, J.P.
W.J. Lemon
J.G. Prosser
S.L. Rees

Lliedi Ward

Ms. S. Najmi, J.P. (Leader of the Council)
P.T. Warlow
Mrs. J. Williams

Tyisha Ward

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

APOLOGIES: Councillors S.I. Davies, Miss LA. Edmunds, M.P. Edmunds, C. Griffiths, Mrs. S.J. Griffiths, Mrs. B.A.L. Roberts and W.E. Skinner.

95. MAYORAL ANNOUNCEMENT

The Town Mayor (Councillor D.Ll. Darkin) referred to the recent passing of former Town Mayor and Councillor, Mrs. Pam Edmunds, who had served as a member of the Town Council for an unbroken period of 26 years since she was elected on 2nd May 1991.

Members were informed that Pam had been Town Mayor in 1998/99 and Deputy Town Mayor in 2001/02 and served as Chairman on all the council's main Committees. It was also noted that she had served on many outside bodies in a voluntary capacity and as a result of her involvement in Parc Howard the Collaboration Group had already agreed to commemorate her memory by planting a tree at Parc Howard.

Members then stood in silent tribute as a mark of respect.

96. DYFED-POWYS POLICE PRESENTATION

The Town Clerk informed members that he had received an email late afternoon apologising that Detective Sergeant Sarah Totterdale had been called to attend an incident in North Wales so was unable to attend tonight's Council meeting but would reschedule to attend a future Town Council meeting as soon as possible.

97. 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	9 th January 2019
Planning, Licensing and Consultation Committee	14 th January 2019
Building and Finance Committee	21 st January 2019

98. TOWN MAYOR-ELECT

Upon the Proposition of Councillor Ms. S. Najmi, J.P. (Leader of the Council) and Seconded by Councillor Mrs. J. Williams, it was

RESOLVED – that Councillor J.E. Jones, J.P. be appointed Town Mayor-Elect for the ensuing municipal year 2019/2020.

99. CELEBRATION OF CULTURE 2018

NOMINATIONS

Further to Minute No. 88 of the Council meeting held on 7th February 2018, consideration was given to an e-mail received from Carmarthenshire County Council inviting nominations for the annual Carmarthenshire Celebration of Culture Awards 2019 which will be held on Friday, 5th April 2019 at 7.00 p.m. in Y Ffwrnnes.

RESOLVED – that the information be noted and that members be encouraged to make their nominations via the website.

100. MATTERS FOR INFORMATION

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

- (1) Llanelli Town Centre Task Force – Minutes of meeting held on 6th September 2018;
- (2) NAC – Minutes of meeting held on 10th September 2018;
- (3) Llanelli Community Partnership – Minutes of meeting held on 18th September 2018;
- (4) Homeless Forum – Minutes of meeting held on 27th September 2018;
- (5) One Voice Wales Carmarthenshire Area Committee – Minutes of meeting held on 2nd October 2018;
- (6) One Voice Wales Larger Council's Committee – Minutes of meeting held on 17th October 2018;
- (7) South Wales Larger Local Councils Forum – Minutes of meeting held on 23rd October 2018;
- (8) Llanelli Task Force Sub Working Group – Minutes of meeting held on 25th October 2018;
- (9) Llanelli & District Twinning Association – Minutes of meeting held on 25th October 2018;
- (10) Ymlaen Llanelli Board – Minutes of meeting held on 14th November 2018;
- (11) Ty Bryngwyn Hospice Trust Fundraising Committee – Minutes of meeting held on 5th December 2018;
- (12) Llanelli Traffic Management Working Group – Minutes dated 10th July 2018.

FURTHER RESOLVED – that the undermentioned matters be noted (copies of which having previously been circulated by email):

- (1) Older People's Commissioner for Wales – Special Bulletin Newsletter;
- (2) One Voice Wales – New Year 2019 Bulletin;
- (3) Police & Crime Commissioner – Community Link Newsletter January 2019;
- (4) Natural Resources Wales – Machynys Sea Defence Wall Update.

The Meeting concluded at 6.06 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

18th February 2019

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, 18th February 2019 at 6.00 p.m.

PRESENT: Councillors C.A. Reed (Chairman), M.D. Cranham, J.P. (deputising for Cllr. S.I. Davies), Ms. S.A. Curry (deputising for Cllr. Mrs. S.J. Griffiths), J.P. Jenkins, J.E. Jones, J.P., A.S.J. McPherson (Vice-Chairman), Ms. S. Najmi, J.P. (Leader of the Council) (deputising for Cllr. C. Griffiths), S.L. Rees, P.T. Warlow and Mrs. J. Williams (deputising for Cllr. M.P. Edmunds).

APOLOGIES: Councillors D.Ll. Darkin (Town Mayor), S.I. Davies, M.P. Edmunds, C. Griffiths and Mrs. S.J. Griffiths.

41. 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 Ms. S.A. Curry declared a personal interest in application S/38305, as a family member works for the company and as she also considered this to be a prejudicial interest, she withdrew from the meeting prior to the discussion 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/38305 M+D Care, Mrs. S Bowen, 4-8 Thomas Street, Llanelli, SA15 3JD	Proposed conversion of existing office building to residential care home (use class C2) including three storey rear extension and ancillary works.	Objection due to the contravention of the following Policies: i Policy GP1(h) and GP1(l) as the proposed access is along a very busy stretch of highway with its junction with Gelli Onn;

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/38305 M+D Care /Cont'd.....</p>		<ul style="list-style-type: none"> i Policy H6 Residential Care Facilities due to lack of safe and convenient access to community facilities and services; i Policy PP 1(h) as the arrangements proposed for parking by staff, visitors or residents are very unlikely to operate appropriately leading to a great deal of vehicles accessing and having to leave the site immediately due to lack of parking, this will exacerbate the issues already experienced at this busy junction; Also the application does not provide sufficient information on access arrangements for the likely high level of deliveries, ambulance attendance or collection / drop off of residents by day centre or other transport activities.
<p>S/38306 Mr Smith, 92 Pentre Nicklaus, Llanelli, SA15 2DE</p>	<p>Loft conversion with dormer to rear of property.</p>	<p>No objection.</p>
<p>S/38307 Excel Precision Engineering Services, Unit 16 Trostre Industrial Park, Llanelli, SA14 9UU</p>	<p>Rear extension to existing industrial unit.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/38308 Martyn Phillips, 35 Tyrfran Avenue, Llanelli, SA15 3LW</p>	<p>Demolition of existing rear lean-to extensions and construction of new lean-to extension at the rear of the property, demolition of existing rear single garage and construction of a new double garage</p>	<p>No objection.</p>
<p>S/38343 Mr Phillips, 7 Grant Street, Llanelli, SA15 1PY</p>	<p>Erect a porch to the front elevation.</p>	<p>No objection.</p>
<p>S/38386 Mr David Fritter, 1 Heol Nantfelin, Llanelli, SA15 3PA</p>	<p>Granny annex extension to home to support relatives</p>	<p>No objection.</p>
<p>S/38435 Mr. Thomas Harvey, 5 Spowart Avenue, Llanelli. SA15 3HY</p>	<p>Regularise an extension and balcony that was not built in accordance with the previous planning approved granted (S/35279).</p>	<p>That an objection be made as the extension had been built on a much larger scale which constitutes over-development and the Committee feels that it would be appropriate for the planning enforcement department to carry out a full investigation of the impact of the development upon surrounding residents.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/38436 Mr. Phillip Jeremy, 96 Pentre Nicklaus Village, Llanelli. SA15 2DF	Large glazed opening section to first floor.	No objection.

42. CLIMATE CHANGE, ENVIRONMENT AND RURAL AFFAIRS COMMITTEE – INQUIRY INTO ALLOTMENTS

The Town Clerk reported the receipt of a consultation from the Welsh Assembly Climate Change, Environment and Rural Affairs Committee on their inquiry into allotments (copies having been previously circulated to members).

Views were being sought on Welsh Government’s Strategic Approach, the approach taken by local authorities across Wales and how we can maximise the health, community and environmental benefits of allotments and community growing.

RESOLVED – that the information be noted and that if any member wished to make a comment or recommendation e-mail: SeneddCCERA@assembly.wales

43. APPLICATION FOR PREMISES LICENCE

SESSILE OAK, PARK PEMBERTON RETAIL PARK, LLANELLI

The Town Clerk reported the receipt of a Notification for Premise Licence for the Sessile Oak, Parc Pemberton Retail Park, Llanelli, the application was for a Minor Variation Application for amendments to the internal layout of premises and amendment on premises licence.

RESOLVED – that no objection be made to the application.

44. CALL FOR GYPSY AND TRAVELLER SITES

The Town Clerk reported the receipt of an email from the Forward Planning Section of Carmarthenshire County Council informing members that following a Gypsy Traveller Accommodation Needs Assessment it was identified that currently there was an unmet need for Gypsy and Traveller pitches and Travelling Show People sites in Llanelli and the surrounding area (copies having been previously circulated to members by email).

The email invited the submission of possible sites for potential consideration within the Local Development Plan.

RESOLVED – that the information be noted.

45. RECYCLING CONSULTATION

The Town Clerk reported the receipt of an email from Carmarthenshire County Council with a link to a Recycling Consultation Questionnaire (copies having been previously circulated to members by email).

RESOLVED – that the information be noted and that members be encouraged to visit Carmarthenshire County Council's website to provide feedback: <https://www.carmarthenshire.gov.wales/home/council-democracy/consultation-performance/current-consultations/recycling-and-bin-collection-public-consultation/>

46. PROPOSED PROHIBITION OF WAITING AT ANY TIME, LANE BETWEEN PEMBREY ROAD AND DERWENT STREET, LLANELLI

The Town Clerk reported the receipt of an email dated 6th February 2019, from the Traffic Management Section of Carmarthenshire County Council together with location plan attached (copies having been previously circulated to members).

Following complaints received regarding parking in the narrow lane between Pembrey Road and Derwent Street the proposal was to revoke the existing waiting restrictions and replace with a prohibition of waiting at any time as outlined on the attached plan.

RESOLVED – that no objection be made to the proposed Order.

47. PROPOSED CHANGES TO EXISTING RESTRICTION IN BRES ROAD

The Town Clerk reported the receipt of an email dated 6th February 2019, from the Traffic Management Section of Carmarthenshire County Council together with location plan attached (copies having been previously circulated to members).

Following representations by ward members the proposal was to amend the existing restrictions in Bres Road as follows:

- i Revoke existing prohibition of waiting at any time;
- i Provision of loading bay;
- i Extension to existing limited waiting (Mon – Sat, 8.00 a.m. to 6.00 p.m. waiting limited to 1 hour, no return with 1 hour)

RESOLVED – that no objection be made to the proposed amendment.

48. PROPOSED PROHIBITION OF WAITING AT ANY TIME, COLLEGE HILL, JUNCTION WITH ACCESS LANE TO MARBLE HALL ROAD

The Town Clerk reported the receipt of an email dated 7th February 2019, from the Traffic Management Section of Carmarthenshire County Council together with location plan attached (copies having been previously circulated to members).

Following complaints regarding parking on the pavements and around the junction at the above location, the County Council surveyed the area and found that the concerns were justified. As a result, it was proposed to place a section of double yellow lines around the junction as outlined on the attached plan in order to improve safety.

During the ensuing discussion, it was

RESOLVED – that no objection be made to the proposed Order.

FURTHER RESOLVED - that further information be sought from the County Council on what assessments had been made on the knock-on impact of the proposal on surrounding streets and what measures would be put in place to deal with motorists parking indiscriminately elsewhere and if the number of patrols by Parking Wardens would be increased in order to monitor the situation more effectively.

49. PROPOSED PROHIBITION OF WAITING AT ANY TIME, MARBLE HALL ROAD AND REAR LANE

The Town Clerk reported the receipt of an email dated 12th February 2019, from the Traffic Management Section of Carmarthenshire County Council together with location plan attached (copies having been previously circulated to members).

The email informed members that there were currently yellow lines on the lane leading off Marble Hall Road, however, there is no existing traffic order which will enable the location to be enforced. The introduction of the Prohibition of Waiting at any time would aid in facilitating the free and unhindered passage of vehicular traffic.

RESOLVED – that no objection be made to the proposed Order.

FURTHER RESOLVED - that further information be sought from the County Council on what assessments had been made on the knock-on impact of the proposal on surrounding streets and what measures would be put in place to deal with motorists parking indiscriminately elsewhere and if the number of patrols by Parking Wardens would be increased in order to monitor the situation more effectively.

50. RIGHTS OF WAY IMPROVEMENT PLAN

The Town Clerk reported the receipt of an email dated 6th February 2019, from the Consultants employed by Carmarthenshire County Council to carry out a Draft Rights of Way Improvement Plan Consultation (copies having been previously circulated to members).

The draft Rights of Way Improvement Plan emphasis was on improving the way that the network is managed with the key aim being to increase use and accessibility of the rights of way network. The County Council will plan strategically for the management, development and promotion of the rights of way network and other land over which the public has access, in conjunction with various stakeholders as the previous Rights of Way Plan had reached the end of its term.

RESOLVED – that the information be noted and any member wishing to make a comment access the Rights of Way Improvement Plan consultation: <https://www.carmarthenshire.gov.wales/home/council-services/pulic-rights-of-way/>

51. 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 – Notification of License Application, Asda Stores Ltd., Murray Street, Llanelli, SA15 1SH.

The Meeting concluded at 6.26 p.m.

JOINT STANDING COMMITTEE ON ESTIMATES

18th February 2019

At a Meeting of the **JOINT STANDING COMMITTEE ON ESTIMATES** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18th February 2019 at 6.30 p.m.

PRESENT: Councillors Ms. S.A. Curry (Deputy Town Mayor)(In the Chair), M.D. Cranham, J.P., T. Davies, J.S. Edmunds, J.P. Jenkins, J.E. Jones, J.P., W.J. Lemon, A.S.J. McPherson, Ms. S. Najmi, J.P. (Leader of the Council), J.G. Prosser, C.A. Reed, S.L. Rees, W.E. Skinner, P.T. Warlow and Mrs. J. Williams,

APOLOGIES: Councillors D.Ll. Darkin (Town Mayor), S.I. Davies, Ms. L.A. Edmunds, M.P. Edmunds, C. Griffiths, Mrs. S.J. Griffiths and Mrs. B.A.L. Roberts.

1. 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.

2. ESTIMATES OF INCOME AND EXPENDITURE 2019/2020

Members considered a report prepared by the Town Clerk setting out draft estimates for income and expenditure for the financial year 2019/2020 (copies having been previously circulated to members).

RESOLVED – that the draft estimates be adopted as presented, and that the Town Council does precept upon Carmarthenshire County Council as the Rating Authority the sum of £910,000, this precept representing a Council Tax element of £103.64 for Band ‘D’ properties, an increase of £0.60 from the previous financial year.

The Meeting concluded at 6.33 p.m.

BUILDING AND FINANCE COMMITTEE

18th February 2019

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18th February 2019 at 6.35 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), T. Davies, J.S. Edmunds (Vice-Chairman), W.J. Lemon, J.G. Prosser, C.A. Reed (deputising for Cllr Ms. L.A. Edmunds), W.E. Skinner, P.T. Warlow (deputising for Cllr. Mrs. B.A.L. Roberts) and Mrs. J. Williams.

APOLOGIES: Councillors Ms. L.A. Edmunds and Mrs. B.A.L. Roberts.

89. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for 1st April – 31st January 2019 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 £1,379.136 and £887,190 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 15536 - 15579 (inclusive), in the sum of £87,589.76, and Direct Debit, BACS payments and Other Payments, in the sum of £9,283.50, £14,986.64 and £375.92 respectively, be approved.

(3) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the Budget Review report dated 18th February 2019, be noted and approved.

90. COMMUNITY CENTRES

HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of January 2019 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

91. COMMUNITY DEVELOPMENT OFFICER

REPORT

Further to Minute No. 80 of the Committee meeting held on 21st January 2019, 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:

(1) Tyisha Working Group Update

The Tyisha Working Group met on the 30th January at Paddock Street Community Centre. The final report is available to members and is due to be presented to the Carmarthenshire County Council Executive Board (subject to minor amendments).

RESOLVED – that the information be noted.

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

(2) Llanelli Community Partnership

Llanelli Community Partnership recently met on the 29th January 2019 at Paddock Street Community Centre. A number of presentations were made:

- i Street Buddies
- i Community development update for Llanelli
- i Unloved Heritage
- i 30 years celebration of twinning with Agen

The Partnership next meets on the 6th March, venue to be agreed.

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.

(3) Llanelli Regeneration Action Group

The Officers Regeneration Network meets when appropriate, most recently on the 6th March. It has now been agreed by the Group to meet bi-monthly moving forward. The Group's Focus is on the Town Centre Community events that are planned for 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.

(4) Supporting Cancer Rehabilitation

Following the recent cancer rehabilitation conference held on the 7th February, the Llanelli Cancer Officer Group meetings will now restart. The working group was formed 3 years ago in order to bring officers together who work on cancer projects. The group will reform for a short period of time to provide a communication network.

RESOLVED – that the information be noted.

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

(5) Healthy Eating – Cooking on a budget

The healthy eating workshops are being held and supported by the Council in partnership with Fusion. The 4-weeks of workshops are held every Thursday evening 5pm –7pm in Paddock Street Community Centre. 19 community members attended the first session. The sessions look at eating healthily on a budget, cooking safely and provides recipe information.

RESOLVED – that the information be noted.

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

(6) Dates for Diaries, Community Activity for February 2019

- i Every Tuesday evening Llanelli Library- Tenovus Singing Along 6.30 pm - 8.00 pm
- i Llanelli Multicultural Network drop-in - Saint Paul's Family Centre every Friday 1.30 pm - 3.00 pm
- i Y Lle Welsh Youth Group - 6.00 pm - 8.00 pm every Thursday night, youth club for young people
- i Y Lle, Sospan Soup Kitchen Sundays 7.00-8.00pm
- i Sospan Shedders sessions every Friday 10.00 am – 1.30 pm in Derwent Street.
- i Greenfield Church, soup kitchen every Wednesday - 6.00 pm
- i 'Story Care & Share' every second Wednesday at The Ffwrnnes Fach Llanelli - 10am – 12.00pm.
- i Safer Communities Action Group meeting 21st February at 2.00 pm in the Antioch Centre.

92. HANGING BASKETS

Further to Minute No. 57 of the Committee meeting held on 19th February 2018, consideration was given to a quotation submitted by Wrenvale Nurseries and Landscapes, Ammanford for the provision of the hanging baskets in the Town Centre during the summer of 2019 (copies having been previously circulated to members).

RESOLVED – that the quotation submitted by Wrenvale Nurseries and Landscapes, Ammanford, in the sum of £6,450 (plus VAT), be accepted and approved.

93. PUBLIC FOOTPATHS

QUOTATION

Further to Minute No. 58 of the Committee meeting held on 19th February 2018, consideration was given to a quotation submitted by Wrenvale Nurseries and Landscapes, Ammanford for the provision of the inspection, trashing, spraying etc. of public footpaths (copies having been previously circulated to members).

RESOLVED – that the quotation submitted by Wrenvale Nurseries and Landscapes, Ammanford, in the sum of £6,300 (plus VAT), be accepted and approved.

94. CROWN PARK

Further to Minute No. 60 of the Committee meeting held on 19th November 2018, members received notes of an Officer meeting held on 21st January 2019, with representatives of Crown Park Association (copies having been previously circulated to members).

RESOLVED – that the information be noted.

95. HAVELOCK PARK

Further to Minute No. 61 of the Committee meeting held on 19th November 2018, members received notes of a quarterly meeting held on 23rd January 2019, with representatives of Havelock Park Bowling Club (copies having been previously circulated to members).

RESOLVED – that the information be noted.

96. PARC Y DRE

(1) PARC-Y-DRE BOWLS CLUB

Further to Minute No. 40 of the Committee meeting held on 17th September 2018, members received notes of a quarterly meeting held on 5th February 2019, with representatives of Parc y Dre Bowls Club (copies having been previously circulated to members).

RESOLVED – that the information be noted.

(2) BOWLING GREEN

Further to Minute No. 55 of the Committee meeting held on 15th October 2018, consideration was given to a quotation submitted by Wrenvale Nurseries and Landscapes for the supply of plants, fertilizer and lime application and planting of beds (copies having been previously circulated to members).

RESOLVED – that the quotation submitted by Wrenvale Nurseries and Landscapes, Ammanford, in the sum of £2,200 (plus VAT), be accepted and approved.

97. PENYFAN PARK

Further to Minute No. 63 of the Committee meeting held on 19th November 2018, members received notes of a quarterly meeting held on 1st February 2019, with representatives of Penyfan United A.F.C. (copies having been previously circulated to members).

RESOLVED – that the information be noted.

98. PARKS AND PLAYING AREAS

(1) UPDATE

Consideration was given to a report prepared by the Principal Administrative Officer which gave members an update on the activities at the four newly asset transferred sites from the County Council (copies having been previously circulated to members).

(i) Crown Park

1. Sub Lease to Crown Park Association

The Sub-Lease to Crown Park Association of the Changing Rooms and pitches is nearing completion.

2. S106 application funded works

- i The successful S106 application has thus far enabled the provision of new mobile football goals for adult, junior and U12 football teams utilising the facilities at Crown Park.
- i Officers and the Town Council Consultant Architect met the approved contractor for the provision of the fenced storage compounds on the 18th February 2019 for a pre-start meeting. Work is anticipated to be completed before the end of February 2019. Funding of £5,917 was approved by the original S106 application made by Crown Park Association, with an updated application made clarifying the final cost as £12,390.73. A decision on this application is awaited.
- i With completion of the fenced storage compounds, the remaining items (e.g. mini goals, climbing frames and dug outs etc.) will be taken forward from the approved S106 allocation.
- i A S106 application has also been made for a pathway to be laid around the boundary of the park with a decision awaited from the County Council.

3. Tender works

- i The Town Council Consultant Architect has circulated Tender and Health and Safety documents to approved contractors for the improvement works to be funded by the 2 x maintenance grant allocated on Asset Transfer, these are due back on the 25th February and include:
 - o Relaying car park, provision of markings and installation of suitable drainage scheme.
 - o Separating water supply to the Social Club
 - o In-filling changing room building surrounding holes.
 - o Painting of changing rooms.
 - o Replacing paddling pool plant room door
 - o Re-pointing paddling pool surround slabs
- i Shower improvement works approved by the Committee, are scheduled to commence on Monday 25th February 2019.

4. Water Charges

- i Water charges for Crown Park are based on a single account servicing the paddling pool, changing rooms and social club. There are sub meters available in the changing rooms for both the Social Club and the changing rooms. This enables the Town Council to re-charge both organisations for their water use.
- i A price has been provided by Welsh Water for a separate metered supply to the road side and the tenders provided to contractors include the possibility of linking this to the Social Club, consideration will be undertaken of implementing this once the overall cost is known.

5. Electricity Supplies

- i Two electricity supplies have been noted by the County Council supplier for site, 1 is for the changing rooms and another where the use has not been identified (the possibility of it being the Social Club has been disproven). The County Council is investigating this while the Town Council is taking forward the transfer of the changing room supply to the Town Council supplier.

(ii) Havelock Park

1. Sub Lease to Havelock Park Bowling Club

The Sub-Lease to Havelock Park Bowling Club of the Bowling Green and Pavilion is nearing completion.

2. S106 application funding

- i Planning permission for the proposed surrounding fence is awaited with works anticipated to be completed by end of March. This will be 50% funded via the successful S106 application.

3. Tender works

- i The Town Council Consultant Architect has circulated Tender and Health and Safety documents to approved contractors for the improvement works to be funded by the 2 x maintenance grant allocated on Asset Transfer, these are due back on the 25th February, these will be partly funded with S106 funds (to a total of £2,154) and include:
 - o New benches.
 - o Replacement green wooden support
 - o Path improvements
 - o Painting of Pavilion

4. Utility Bills

- i Separate metered supplies are in place at Havelock Park for the splash pad and bowling facilities. Water and electricity supplies have been transferred into the Town Council name. Electricity supplies are in the process of being transferred to the Town Council supplier.

An application has been made to Welsh Water and approved for discounted sewerage charges for Havelock Bowling Green as the great majority of the water used does not reach the sewerage system.

(iii) Penyfan Park

1. Sub Lease to Penyfan United AFC

The Sub-Lease to Penyfan United AFC of the Changing rooms and football pitch is under consideration by the Club.

2. Play Area Improvements

The installation of the new accessible play equipment at Penyfan Park is expected in early March.

3. Water Supply

There is a single metered water supply at Penyfan Park that supplies the Splash Pad, Changing Rooms and the PLTRA Cabin, each building has a sub meter that allows the Town Council to re-charge the respective organisation for their usage. It has however, become apparent that there is a water leak at the Park. Welsh Water have been to site and confirmed this is the case. The Town Council are making enquiries with possible contractors in order to isolate and repair this leak.

4. Electricity Supply

There is a single metered supply to Penyfan Park located in the changing rooms with sub-meters in place for both the PLTRA Cabin and Splash Pad. This will allow the Town Council to re-charge each user separately. The supplies have been transferred into the Town Council name. Electricity supplies are in the process of being transferred to the Town Council supplier.

5. Tender works

- i The Town Council Consultant Architect has circulated Tender and Health and Safety documents to approved contractors for the improvement works to be funded by the 2 x maintenance grant allocated on Asset Transfer, these are due back on the 25th February and include:
 - o Changing room internal decoration
 - o Improved changing room drainage
 - o Improved changing room benches
 - o Painting of changing rooms
 - o Re-pointing splash pad surround slabs
- i Shower improvement works approved by the Committee, will be carried out as soon as the water supply issues are rectified.

6. Fields in Trust

- i Part of the Penyfan Park was originally dedicated by the County Council as a field in trust. Unfortunately, during the intervening period some of the land dedicated was lost to housing development. This has been identified by fields in trust during the asset transfer process. The fields in trust require a compensatory piece of land to be provided and have suggested dedicating the remaining land of the park into the scheme. Council Officers are of the opinion that this may not be in the best interest of the Council and are continuing discussions with the County Council and Fields in Trust solicitors to seek a solution to the matter.

(iv) Parc y Dre Bowls

1. Sub Lease to Parc y Dre Bowling Club

The Sub-Lease to Parc y Dre Bowling Club of the Bowling Green and Pavilion is nearing completion.

2. Utility Bills

- i Separate metered supplies are in place for Parc y Dre Bowling Pavilion. Water and electricity supplies have been transferred into the Town Council name. Electricity supplies have been transferred to the Town Councils supplier. An erroneous supply located in the pavilion that did not supply any installation has been removed with no cost to the Town Council.

3. Tender works

- i The Town Council Consultant Architect has circulated Tender and Health and Safety documents to approved contractors for the improvement works to be funded by the 2 x maintenance grant allocated on Asset Transfer, these are due back on the 25th February and include:
 - o Changing room external repairs.
 - o Bowling green wooden surrounds.
 - o New benches.
 - o Relaying of coping stones around bowling green.
 - o Emergency lighting and fire alarm.
- i Planning permission for the proposed surrounding fence is awaited with works anticipated to be completed by end of March.

(v) **Parc y Dre Changing Rooms**

1. Sub Lease to Wanderers RFC

The Sub-Lease to Wanderers RFC of the Rugby Pitch and Changing Rooms enclosed by the fence is nearing completion.

2. Utility Bills

- i A separate metered supply is in place for Parc y Dre Changing Rooms and the Paddling Pool. A sub meter is located in the changing rooms allowing the Town Council to re-charge for the usage made by the Wanderers RFC. A separate electricity supply is located in the changing rooms also. Water and electricity supplies have been transferred into the Town Council name. Electricity supplies have been transferred to the Town Councils supplier.

3. Tender works

- i The Town Council Consultant Architect has circulated Tender and Health and Safety documents to approved contractors for the improvement works to be funded by the 2 x maintenance grant allocated on Asset Transfer, these are due back on the 25th February and include:
 - o Changing rooms external repairs.
 - o Changing rooms internal doors and flooring works
 - o Emergency lighting and fire alarm.
 - o Internal lighting upgrade.
- i Shower improvement works approved by the Committee, are scheduled to commence on Monday 18th February 2019.

(vi) **Bowling Green Maintenance**

The Town Council Head Groundsman will work with Town Council Contractor (Llanelli Rural Council) staff to maintain the bowling greens. The Town Council Head Groundsman will bring his extensive expertise to pull together a schedule of works and improvements to the greens in conjunction with colleagues at the Rural Council.

(vii) **Play Area Maintenance**

As a result of the implementation of support to the bowling green maintenance responsibilities, sufficient resources have been released in the Rural Council staff workload to enable them to take on the works contracted to a third party contractor by the Committee from January to March 2019. The previously proposed tendering of these works for the 2019-20 financial year will therefore not be required.

RESOLVED – that the information be noted and the action taken by Officers be approved.

(2) TREE MANAGEMENT

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

Following receipt of advice from the Town Council insurers that Tree Management Plans should be in place and reviewed annually across the Town Council facilities, a tree survey was undertaken by David Rice Forestry Consultants during January 2019 at a cost of £850.00.

The findings confirmed no areas of Health and Safety concern but with some areas of work recommended. Most areas could be monitored and would not require immediate action, the other areas to be carried out under the tree management plan are summarised as follows:

(a) Crown Park

Ash die back disease appears to be having a detrimental effect on the numerous Ash Trees located at the Park. The report therefore recommended that a number of the Ash specimens be removed. This included the mature tree in the middle of the playing area at site.

Lampeter Tree services visited the Park and confirmed that the majority of the smaller Ash Trees should be removed with some more mature specimens near the bal appearing to be well and should therefore be left and monitored further for any deterioration. The cost of this work would be £920.00.

(b) Havelock Park

There are a small number of Ash Trees at this location, however they do not appear to have been infected. It was therefore recommended that the specimens are monitored during the summer months. One sycamore tree was noted to be in poor condition at the rear entrance of the playing area and would be removed. The Town Council contractor, Wrenvale Nurseries has been instructed to carry this out.

(c) Parc y Dre

A number of trees had been noted as suffering as a result of Ivy growth and Wrenvale nurseries have submitted a quote for the treatment of this growth of £600.00.

(d) Penyfan Park

A limited number of small specimens were noted as being dead. These would be removed by Wrenvale Nurseries. Additionally there were a small number of Ash Trees at this location, however they did not appear to have been infected. It is therefore recommended that the specimens are monitored during the summer months.

(e) Penygaer

Some growth was noted as overhanging the pathway near the car park and would be cut back during the summer months. Another small tree was noted as being dead at the far end of the playing fields beyond the bridge and would be removed in due course by Wrenvale Nurseries.

A mature Oak tree was noted to be growing near the Ysgol Dewi Sant fence entrance. It has some ivy growth and some branches overhang the play yard. The tree did not arise any concerns in the tree survey, however, following a call from the school raising concerns about the overhanging growth, a quote was received from Lampeter Tree Services for this and the Ivy work in the sum of £550.00.

RESOLVED as follows:

1. That the actions of Officers in arranging the surveys be approved
2. That the works at Crown Park be approved for completion by Lampeter Tree Services.
3. That the works at Penygaer be carried out as detailed by Lampeter Tree Services and Wrenvale Nurseries.
4. That the works at Parc y Dre by Wrenvale Nurseries be approved.

99. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANTS – UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 UNLESS OTHERWISE STATED

Councillors C.A. Reed declared a personal interest in application (d) as he was a committee member and as he considered this to be a prejudicial interest withdrew from the meeting prior to the discussion and voting thereon.

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

RESOLVED as follows –

- (a) Calsonic Wanderers Bowls Club – that a grant of £500 be made;
- (b) Wales Air Ambulance – that a grant of £300 be made;
- (c) Crossroads – that a grant of £300 be made;
- (d) Prince Philip Hospital Radio – that a grant of £300 be made;
- (e) Tenovus Cancer Care – that a grant of £300 be made;
- (f) The Art House – that a grant of £300 be made;
- (g) Dafen Welfare Cricket Club – that a grant of £300 be made to be used to pay their fees for using Town Council owned parks;
- (h) Caitlin Yeo – ‘Action for Change’ – that the matter be noted.

(2) LETTERS OF THANKS

RESOLVED – that letters of thanks received from Llanelli Veterans Association, PLTRA, Llanelli Wanderers R.F.C., Carmarthenshire Football League and Teenage Cancer Trust be noted with pleasure.

100. 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.

101. PARKS AND PLAY AREAS

SPLASH PADS MAINTENANCE AND REPAIR

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

The Town Council Play areas at Havelock Park and Penyfan Parks benefit from the provision of splash pad water play areas. These are made available for use from the Easter Holidays until the end of the Summer Holiday period and are popular attractions within the area for younger children and families.

The Splash Pad parks are commissioned and decommissioned annually by specialist companies. This service involves:

- i Cleaning all pipework, pumps and tanks
- i Cleaning strainer baskets
- i Filling / Emptying water tanks
- i Installation / removal of play items.

There are a limited number of companies across Wales and England that provide this service and quotes were sought from the current County Council contractor and other suppliers. Prices were received as follows:

- i Midori Services - £4,231.40 plus VAT (additional charge of £300 plus travel for mid-season visit if required)
- i Water Play Solutions (WSL) - £4,600.00 plus VAT (mid-season visit if required included)

Repairs

The current contractor (Water Play Solutions) had noted to the County Council over the last couple of years that the splash pad play surface required relaying. This has not been carried out as it has been assessed by County Council inspections as a 'low risk'. Council Officers therefore visited the site with Midori Services (who originally installed both parks) to assess the condition of the surfacing and advised that the surfacing should be replaced. Quotations supplied by both for these works are as follows:

Contractor	Havelock Park	Crown Park	Total
Midori Services	£11,385.00	£20,493.00	£31,878.00
Water Play Solutions	£14,000.00	£21,500.00	£35,500.00

The cost of these works can be funded from the Health and Safety allocation provided by the County Council on Asset Transfer.

One play item (elephant sprayer) was noted to be damaged and was again previously reported to the County Council but not repaired, a price for its replacement is awaited.

RESOLVED – that approval be given to the lowest quotation received from Midori Services for the 2019 commission and decommissioning and repairs to the splash pads.

The Meeting concluded at 6.50 p.m.