

**St Clears Town Council**  
**Minutes of the St Clears Town Council Meeting**  
**held in The Gate, Pentre Road, St Clears**  
**on Tuesday 16 September 2014 at 7.00pm**

**Present:**

Councillors RG Edwards, CM Davies, LL ap T Davies, Dr WEVJ Davies, PM Hughes (Town and County Councillor), C Ingleton, KA Major, DR Phillips JSV Rees and PJ Rogers.

In the Chair – Councillor RG Edwards (Town Mayor)

**72. Apologies for absence**

Apologies were received from Councillors P Lanc and H Witt.

**73. Personal Matters**

Condolences were expressed to the family of Mr Graham Edwards, a past Councillor and Town Mayor on his recent passing away. Council took a moment to stand in silence to demonstrate their respect for their former colleague and Town Councillor and Mayor.

The Chair of Council reminded Councillors of the Code of Conduct for members and referred to the nature of some of the comments made in the previous meeting. He reminded members that while they were there to debate that comments should be constructive and positive where possible.

**74. Declarations of Interest.**

Expressions of interest were made by Councillor CM Davies and P Hughes under items 83(8) (below), and Councillors who declared an interest left the room during these discussion. Full details in the item section.

**75. To confirm the minutes of the meeting of the Town Council held on 15<sup>th</sup> July 2014.**

**RESOLVED that the minutes of the meeting of 15 July were a true record with the following amendments:**

Change section 72 to reflect that the road at Manordaf is a byway open to all traffic.

**76. Matters arising (exchange of information only)**

An update was requested regarding the CCTV system. Members were informed that the service had been carried out and that the findings would be presented to the Planning & Communities Committee for consideration.

**77. To receive the County Councillor's Update**

An update on the parking bays outside the Factory Shop was requested and Councillor Hughes informed members that it was progressing but that the whole process takes approximately 18 months.

Councillor K Major enquired as to when the next stage of the LDP would be published. Councillor Hughes noted that it was due out by the 19<sup>th</sup> September.

Councillor JSV Rees noted that the white lines near the County Stores towards Pwll Trap were still there and no double yellow lines had been put there as yet. Councillor Hughes noted that this has been addressed and that the County Council would be coming to fix the kerb and put yellow lines in the area soon.

Parking at the access to Rhydygors St Clears was also raised as parked cars close to the junction were blocking visibility and creating a safety issue. Councillor Hughes said he would speak to residents in the area.

The issue of litter picking in Bancyfelin was raised and that although the County Council had said that weekly collections were being made, there was still an issue with litter in the area. Councillor Hughes agreed to make enquiries.

## **78. To receive the Clerk's Report**

### **1. Carmarthenshire County Council**

- i) Planning Applications – W/30533 – Variation of Condition 2 of W/16082 (Revised site layout), Danygraig, High St, St Clears – **GRANTED**.
- ii) Town & Community Council Liaison Forum. 30 September, the Chamber, County Hall, Carmarthen 6.30pm.

### **2. One Voice Wales**

- i) Training Opportunities - including Health & Safety, The Council Meeting, The Council as an Employer, Understanding the Law, dates at the **beginning of October**.
- ii) Training Programme 2014. Copy available from the Clerk.  
**RESOLVED that Councillor C Ingleton and the Clerk attend Module 5 'The Council Meeting' course on 2 October.**

### **3. Welsh Government**

- i) Help for business in your community: <http://www.busnes.cymru.gov.uk/> highlights the 'Being a Responsible Business' campaign being held in September.
- ii) Consultation on improving the availability of allotments and community gardens  
Closing date **6 October 2014**. More info:  
<http://wales.gov.uk/consultations/environmentandcountryside/allotments-and-community-gardens/?skip=1&lang=en>
- iii) Developing the Welsh National Marine Plan: A Draft Scope, Draft Vision and related Objectives. Closing date 10 November 2014.

<http://wales.gov.uk/consultations/environmentandcountryside/welshnational-marine-plan-consultation/?lang=en>

**RESOLVED that the above consultations be referred to the Planning & Communities Committee for consideration.**

- iv) St David Awards 2015 – nominations are now open. There are nine St David Awards: 1. Bravery 2. Citizenship 3. Culture 4. Enterprise 5. Innovation & Technology 6. International 7. Sport 8. Young Person 9. First Minister’s Special Award. Closing date for nominations 28 October 2014. More info: [www.stdavidawards.org.uk](http://www.stdavidawards.org.uk)
- 4. **Heritage Lottery Fund.** Recruiting at least one new Committee Member for the Heritage Lottery Fund’s Committee for Wales. Closing date **29 September**. More information from the Clerk or <http://www.hlf.org.uk/news/Pages/Committee-Member-Opportunities-092014.aspx>
- 5. **Website updates**  
A number of updates have been carried out over the summer including the Committee pages and addition of the audio trail to the website. Translation is currently being carried out and arrangements being made to create Welsh website.
- 6. **Best Garden Competition 2014**  
The presentation of prizes to the winners and runners up was held before the public meeting on 8 September.
- 7. **Notice Board**  
Notice board installed outside the Gate on 14 September.
- 79. **To receive financial report.**  
Members were provided with information relating to the expenditure for the period 1<sup>st</sup> April 2014 to 29<sup>th</sup> August 2014 including total spend, total budget and variance for all allocated budget headings and projects.
- 80. **To complete the audit of accounts for 2013/14.**  
The Clerk informed Council that BDO LLP had written to Council to inform them of the completion of audit. Council noted the issues arising from the audit, namely that a risk assessment hadn’t been carried out in 2013/14. A notice of conclusion of audit has been displayed in the notice board for public viewing for 2 weeks.
- 81. **To approve accounts for payment.**  
The Clerk presented the Bank Reconciliation and Schedule of Payments Report as at 29<sup>th</sup> August 2014, which also noted the Bank Balances, un-presented cheques and receipts since last meeting.

Reconciliation date:		<b>29 August 2014</b>
<b>STATEMENT BALANCES</b>		
Current Account	Community Account	500.00
Current Account	Business Saver Account	34616.65
Investment Account		57183.34
<b>BALANCES TOTALS</b>		<b>92299.99</b>

**RESOLVED that the following Schedule be approved for payment:**

103533	Lewis Printers	St Clears Heritage Trail leaflets	176.00
103534	J N Williams	Litterpicking (Aug) 14021	120.00
103535	J N Williams	Ground Maint. (Aug) 14020	420.00
103536	MP Window Cleaning Services	Cleaning Rebeca Sculpture	60.00
103537	Howel Bowen	Internal audit fees	360.00
103538	BDO LLP	External audit fees	540.00
103539	One Voice Wales	2 Delegate places AGM & Conf	160.00
103540	Emma Smith	Salary	1,839.69
103541	AEGON	E Smith Pension (May-Sept)	746.10
103542	HMRC	PAYE (Sept)	191.50
103543	Emma Smith	Reimbursement	200.21
103544	N & J James	Stalls set up	400.00
103545	Catrin Bradley	Admin. grant claims (Jun-Aug)	200.16
			<b>5,413.66</b>

**82. To receive reports of the committee meetings held on 2<sup>nd</sup> September 2014**

Environment Committee report. An update regarding the Town Clock was requested, the Clerk informed the meeting that she was still trying to get hold of the company and arrange a date for them to visit to inspect and repair the clock.

It was noted that the uplighters at Rebecca's Gate were now working.

**83. Correspondence**

The Clerk reported the correspondence received to Council as follows:

1. Wales Audit Office – Redistribution of reserves held at 31/03/14 - £30 to all Town and Community Councils.

**RESOLVED that the Clerk returns the necessary paperwork to claim the £30.**

2. One Voice Wales – A copy of the 8 motions for consideration being put forward at their AGM on 4<sup>th</sup> October.
3. Group Manager Iwan Cray, Head of Carmarthenshire Command, MAWW Fire & Rescue Service – would like an opportunity to come along to a meeting to provide an overview of the services provided and answer any questions.

**RESOLVED that Group Manager Cray be invited to the October Town Council meeting.**

4. Hywel Dda University Health Board – information relating to Maternity and Neonatal services.
5. Taf QT Club- Thank you for the Community Events Chest donation and Mayor's visit.
6. Simon Hart MP – St Clears Area has been included in the 66 areas across Wales that will be enabled with fibre broadband by June 2015. Pass on to interested residents or business in the area.

7. Melissa Cann, Counselling Directory – request to add a link to the Counselling Directory website to the links section of the Council website.

**RESOLVED that a link be added to the website.**

8. St Clears & District Community Association – correspondence and a Community Events Chest application for Council's consideration. Councillor P J Rogers proposed that the matter be put back to the end of the meeting in order to allow a fuller discussion. Councillor LL ap T Davies seconded the proposal.

**RESOLVED that the matter be deferred to Any Other Business in order to have a full discussion.**

**83. To consider quotes received for the installation of Christmas lights and decide on the way forward.**

The Clerk presented the Council with the quotes received and the Council considered the quotes and discussed the options. Councillor PJ Rogers proposed that the current provider continue for another year but that the matter be revisited early next year. Councillor LL ap T Davies seconded the proposal and the matter was put to the vote with 7 in favour and 2 against.

**RESOLVED that the Council continue with the same provider for another year and that a full review of the Christmas lights is undertaken early in 2015.**

**84. To consider the Council's response to the Dyfed Powys Police Estate Strategy.**

The Clerk had circulated a draft response to the strategy prior to the meeting and members discussed the content. Councillor PJ Rogers proposed that the response be sent as seen in the draft before Council, Councillor PM Hughes seconded the proposal.

**RESOLVED that the draft response was appropriate in tone and content and should be sent without changes to the Police & Crime Commissioner. Any member who wanted to add comment could write their own response to be sent with the Town Council letter.**

**85. To receive an update on the Welfare Field.**

The Chair updated Council on the meeting which had been held prior to the Council meeting to discuss the management of the Welfare Field. Trusteeship of the field had completed at the end of August. The action points agreed by the sub-committee and approved by Council were:

- To check the legal position and take advice on this matter
- To ensure costs for the transfer of the field and any subsequent advice were met.
- To look at the agreement between the previous trustees and the Leisure Centre and also any agreements between the Leisure Centre and hirers of the field.
- To meet with users and also the Leisure Centre.

It was agreed that the matter would be kept on the Town Council agenda to ensure regular updates.

**86. To receive an update on the public meeting on 8 September.**

The Clerk updated the Council with regard to the matters discussed at the public meeting which were as follows:

- the Welfare Field,
- A suggestion box for the Town Council at the Gate.
- Promotion of the Welsh language in the area and in Town Council activities.
- Christmas lights and fireworks,
- A community calendar
- Community audit to identify strengths and weaknesses
- Joint working on a wider area with other local councils.
- Something for new people to the area to learn about the history and heritage.
- Renewable Energy scheme for the area.
- Village development plan for separate villages within the area.
- Promoting local business more to keep them going.
- Reopening of the railway station.
- Section 106 money - the community to have a say.

**87. To consider the co-option of a member to fill the vacant seat for Llanfihangel Abercowin ward.**

Two members of the public had contacted the Clerk regarding the vacancy and the Clerk had asked them to send an application on writing explaining their background and ideas for the Council and community. No further correspondence had been received.

**88. To receive reports from representatives on meeting of outside bodies, seminars etc.**

Councillor JSV Rees informed Council that she had been part of the Old Comrades Association Visit to the National Memorial Arboretum in Staffordshire where a tree was dedicated to those from St Clears and District who had lost their lives. Councillor Rees also placed a cross from St Clears Town Council.

Councillor LL ap T Davies had attended the St Clears and District Community Association meeting where Christmas lights and fireworks had been amongst the discussions.

Councillor PM Hughes had attended the unveiling of the Bancyfelin milestone and noted that the event had been well attended and a success.

Councillor WEVJ Davies represented the Council at the First World War Commemorations at Carmarthen Park, he noted that the event was a success and well run.

Councillor CM Davies in his capacity as Deputy Mayor had started the TROTs St Clears fun run at the end of August

**89. To receive the Town Mayor's Report on civic events, engagements and Tuesday morning drop in sessions.**

The Mayor reported that he had attended the following events:

- Former Mayor's charity donation evening where the money raised by the Mayor in 2013/14 was awarded to the chosen charities.
- St Mary Magdalene Church's supper in the park.
- Scarlets Rugby Camp at the St Clears Juniors RFC
- QT Club visit
- WWI commemoration service at church and at war memorial.
- British Legion vigil at the war memorial.
- Public meeting 8 September at St Clears Leisure Centre.
- Bancyfelin milestone unveiling.
- Opening of the new crèche at Bancyfelin.
- Scouts night at the Gate.

The Mayor also gave an update on the Tuesday morning drop in sessions at the Gate which included discussions with St Clears Boat Club, discussions about extending the projects and events co-ordinator's role and also the management of the stalls and marquees. The Mayor also reminded Council about the Charity event on the evening of 11 October, a 70s night at Ysgol Griffith Jones.

**90. Any other business (exchange of information only)**

The Chair explained to Council that Carmarthenshire County Council had approached St Clears Town Council with an offer of funding to extend the Project and Events Co-ordinators role. The cost was discussed by Council and potential tasks for the extension of the project were considered. Councillor PJ Rogers proposed that the project be extended and this was seconded by Councillor C Ingleton. **RESOLVED that the Council agree to extend the contract to the end of October 2014.**

The Clerk informed Council that One Voice Wales had contacted her requesting that the Area Committee meeting be held in St Clears at the end of October. **RESOLVED that St Clears Town Council would facilitate the One Voice Wales Area Committee on 28 October 2014.**

The Clerk also informed Council of an upcoming meeting with other local Town & Community Councils to discuss joint working. The Clerk

requested that 2 or 3 members volunteer to attend the meeting to represent St Clears Town Council. The Clerk agreed to e-mail Council with the details.

The Council returned to the correspondence received from St Clears & District Community Association mentioned in section 82 above. Councillor CM Davies left the meeting at this point due to his role on the Community Association. The application to the Community Events Chest was discussed and the amount sought considered. Councillor PJ Rogers proposed that a meeting be held with the Community Association to discuss the application, Councillor LL ap T Davies seconded the proposal.

**RESOLVED that the St Clears & District Community Association be invited to meet the Town Council on 23<sup>rd</sup> September at 6pm.**

The Clerk agreed to contact them to request the meeting and also a copy of the most recent bank statement and some clarification regarding their application.

Councillor LL ap T Davies raised the issues of Country renewable energy and a separate issue of tractors speeding. The Council agreed to defer both matters to the Planning & Communities Committee meeting.

**Meeting terminated at 21.40**

**Cyngor Tref Sanclêr – St Clears Town Council**  
Minutes of the Meeting of the  
**Environment Committee**  
Held in Y Gât/The Gate, Pentre Road, St Clears  
**On Tuesday 2<sup>nd</sup> September 2014 at 6.00pm**

**Present:** Councillors Dr WEVJ Davies, RG Edwards (Town Mayor), PM Hughes, Mrs JSV Rees (Deputy Chair)

In the Chair: Councillor Mrs JSV Rees

*Observing: Councillor H Witt*

**1. Apologies for absence.**

Apologies were received from Councillors PJ Rogers and P Lanc.

**2. Declarations of interest.**

None.

**3. To Consider any matters arising from the minutes of the meeting of the Environment Committee held on 1<sup>st</sup> July 2014.**

None.

**4. To receive a committee budget update.**

Members were provided with information relating to the expenditure since 1<sup>st</sup> April 2014 with an estimated spend for the remaining year under the Environment Committee allocated budget headings.

**5. To discuss the management of assets relevant to the Committee's remit.**

Committee discussed the current list of assets as detailed on the assets register and agreed that a separate list for the Committee should be created to include all items under the committee's remit. It was also agreed that a walk around in order to record check the condition and location of all the benches was needed and the Clerk would contact Committee members for suitable dates. The committee also discussed having larger items and areas of land revalued in order to reflect their current value.

**RECOMMENDED that a list of assets which fall under the Environment Committee's remit be produced prior to the next meeting of the Committee.**

**6. To receive an update regarding the Heritage Panels Project**

The Clerk advised the committee of the work carried out to promote the audio trail and welcomed further ideas to promote the new facility. It was agreed that there were a couple more avenues for exploration. It was also noted that the Bancyfelin Panel and Village Trail had also been launched since the last Committee meeting.

**7. To receive an update regarding the inspections of the Skateboard & Play Areas**

No new reports were available for consideration.

**8. To receive an update on the Best Garden Competition 2014/15**

The Clerk informed the Committee that the presentation of prizes was due to take place on Monday 8 September prior to the public meeting.

**9. To receive an update on the maintenance of the Rebecca sculpture, the war memorial, wooden benches and town clock.**

It was noted that the Rebecca sculpture had been cleaned and was awaiting treatment to preserve the wood. It was also noted that there had been a lot of positive comments about the appearance of the War Memorial and that the work to clean the area and the flowers had received positive feedback within the community, particularly as it the area was well presented for the First World War Commemorations on 3<sup>rd</sup> August.

The Clerk noted that she had been liaising with the family of Lynn Bowen to arrange that a plaque be prepared and placed on the new bench and also to arrange a convenient time to meet by the bench so it could be dedicated to the memory of the late Town Clerk. It was noted that the same arrangements should be made with the family of Councillor Peter Lewis.

The Clerk reported that the Town Clock was still not working and that difficulties had been encountered in trying to arrange for the company responsible for the clock to visit.

**10. To discuss the public meeting on 8<sup>th</sup> September to receive community input and feedback.**

Councillors were encouraged to attend the meeting on Monday evening in order to hear the community's views and assist as appropriate. The Town Mayor outlined the schedule for the evening and explained the practical arrangements for the night.

**11. Any other Business (exchange of information only)**

No further business was discussed.

**Meeting terminated 18.57**

**Cyngor Tref Sanclêr – St Clears Town Council**  
Minutes of the Meeting of the  
**Planning and Communities Committee**  
Held in Y Gât/The Gate, Pentre Road, St Clears  
**On Tuesday 2<sup>nd</sup> September 2014 at 7.00pm**

**Present:** Councillors Mrs C Ingleton, KA Major, DR Phillips (Chair)

*Observing: Councillor RG Edwards*

**1. Apologies for absence**

Apologies were received from Councillors CM Davies LL ap T Davies and H Witt. Councillor Witt noted that she was unable to attend at 7pm on a Tuesday due to another commitment.

**RECOMMENDED that the time and membership of the committee be considered in order to allow Councillor Witt to attend.**

**2. Declarations of Interest**

No declarations of interest were stated.

**3. To receive a committee budget update.**

Members were provided with information relating to the expenditure since 1<sup>st</sup> April 2014 with an estimated spend for the remaining year under the Planning & Communities Committee allocated budget headings.

**4. To consider Planning Applications as notified by Carmarthenshire County Council**

The latest planning consultations were presented to the Committee and discussed. No issues were identified:

**W/30661** – Planning Application. Change of Use to Residential and Replacement of Existing Door and Windows, Mile End House, Pentre Rd, St Clears. **W/30621** – Planning Application, Development of 3 dwellings, Cartrefle, Salem Rd, St Clears. **W/30595** – Variation of Planning Conditions on W/21657 to extend by 3 years the time allowed to submit the reserved matters - Caeglas, St Clears.

**5. To receive an update on the assessment and improvement of the CCTV system.**

The Clerk informed the Committee that a service on the CCTV system would take place on 4<sup>th</sup> September and the hope was that the service would identify the maintenance work necessary to ensure that the system is fully operational. Members discussed the limited budget for the work and agreed that any more spending should be carefully considered.

Councillor K Major proposed that Council await the outcome of the service, discuss and put a provision into next year's budget. Councillor C Ingleton seconded the proposal.

**RECOMMENDED that the CCTV maintenance be further considered after the service and appropriate provision made in next year's budget.**

6. **To discuss the public meeting on 8 September to receive community input and feedback.**

The arrangements for the meeting were explained to the Committee. A further discussion was had around providing opportunities for the public to share their thoughts and ideas.

**RECOMMENDED that Council provide a mail box for the public to be able to post suggestions / correspondence to the Council at the Gate.**

7. **To discuss Dyfed Powys Police's Estate Strategy**

Members discussed the response to the Police Strategy document sent to Council by Dyfed Powys Police and Crime Commissioner. The Clerk agreed to draft a response including the points made in the committee meeting ready for the Council meeting on 16 September.

8. **To receive an update on the provision of Christmas lights for 2014.**

Two quotes had been received to install the Christmas lights for the next two years. The quotes were considered but it was agreed that at least another quote should be sought in accordance with the guidance for contracts of this size. A final decision will need to be made in the Council meeting.

**RECOMMENDED that the two quotes received and any further quotes be considered by Full Council on 16 September and a decision made at that meeting due to time constraints.**

**RECOMMENDED that the Christmas light switch on take place on 28 November 2014.**

9. **To discuss the management of assets relevant to the Committee's remit.**

The management of assets under the Committee's remit were discussed particularly the maintenance of the market stalls and the management of the lease of stalls and marquees.

**RECOMMENDED that the budget include a provision to gradually buy one or two new market stalls so that they can be gradually renewed when they reach the end of their lifespan.**

**RECOMMENDED that the old Christmas lights currently stored in the Guide Hut be disposed of to clear space.**

10. **Any other business (exchange of information only)**

None.

**Meeting terminated 20:05**

**Cyngor Tref Sanclêr – St Clears Town Council**  
 Minutes of the Meeting of the  
**Finance and General Purposes Committee**  
 Held in Y Gât/The Gate, Pentre Road, St Clears  
**On Tuesday 2<sup>nd</sup> September 2014 at 8pm**

**Present:** RG Edwards (Chair of Council), KA Major (Chair), DR Phillips (Chair of Planning & Communities Committee), PJ Rogers (Chair of Environment Committee) and Mrs JSV Rees

- 11. Apologies for absence.**  
 Apologies were received from Councillor CM Davies.
- 12. Declarations of Interest.**  
 No declarations of interest were stated.
- 13. To consider any matters arising from the minutes of the meeting of the Finance & General Purpose Committee held on 1<sup>st</sup> July 2014**  
 No matters arising.
- 14. To receive budget update.**  
 Members were provided with information relating to the expenditure since 1<sup>st</sup> April 2014 with an estimated spend for the remaining year under the Finance & General Purposes Committee allocated budget headings.
- 15. To review the budget.**  
 The Town Council budget was considered on an individual committee level. Areas where spending would reduce or stop, such as the Heritage Panels project were highlighted along with areas where spending may increase and extra provision possibly needed in next year's budget, such as CCTV. It was agreed that certain areas should be closely monitored to ensure that they stayed within budget.
- 16. To approve accounts for payment**  
**RECOMMENDED that the following accounts be paid by Council:**

Cheque number	Payee	Details	Cost
103524	Annies	Best Garden Comp Prize	30.00
103525	Alan McEwan	Best Garden Comp Prize	15.00
103526	Alan McEwan	Best Garden Comp Prize	15.00
103527	C Phillips	Best Garden Comp Prize	15.00
103528	John Reitz	Best Garden Comp Prize	30.00
103529	Lisa Miles	Best Garden Comp Prize	30.00
103530	E John	Best Garden Comp Prize	30.00

103531	E John	Best Garden Comp Prize	30.00
103532	E John	Best Garden Comp Prize	30.00
103533	Lewis Printers	St Clears Heritage Trail leaflets	176.00
103534	J N Williams	Litterpicking (Aug) 14021	120.00
103535	J N Williams	Ground Maint. (Aug) 14020	420.00
103536	MP Window Cleaning Services	Cleaning Rebeca Sculpture	60.00

Members agreed it would be appropriate and in keeping with the agreed delegated powers of the summer recess to issue the Best Garden prize cheques before the next Council meeting in time for the presentation on 8 September.

- 17. To confirm the arrangements for establishing Online Banking**  
Members requested more information about the options and processes for Online Banking and making BACS payments. The Clerk agreed to speak to other Town Councils to see if any used Online Banking and how they operated such a system.
- 18. To consider a Risk Assessment.**  
The Risk Assessment was last assessed in May, it was agreed that an update in this meeting was sufficient and another full assessment should be carried out in November.
- 19. To discuss the management of Assets.**  
The Committee discussed the management of assets and the hire of stalls, marquees and equipment and the necessary maintenance work to ensure that they were fit for purpose. The Clerk agreed to have hire forms and a draft contract for the stalls and marquee contractor by the next Committee meeting.
- 20. To consider effective communication methods for the Council.**  
It was agreed that a calendar of events needed to be continued after the end of the Project & Events Co-ordinator's contract. The Clerk agreed to consider the options and report to next committee.
- 21. Any other business relating to the Town Council's finances (exchange of information only)**  
A discussion around the filming and recording of Council meetings was held and the implications discussed.

**Meeting terminated at 21.34**

