

St Clears Town Council
Minutes of the St Clears Town Council Meeting
held in The Gate, Pentre Road, St Clears
on Tuesday 17th June 2014 at 7.30pm

Present:

Councillors RG Edwards, CM Davies, LL ap T Davies, Mrs JSV Rees, Dr WEVJ Davies, PJ Rogers, Mrs CM Ingleton, D R Phillips, K Major, P Lanc, PM Hughes (Town and County Councillor)

In the Chair – Councillor RG Edwards (Town Mayor)

35. Apologies for absence

Apologies were received from Councillor H Witt

36. Personal Matters

- i) Councillor DR Phillips was congratulated by Council on his recent marriage.
- ii) Councillor RG Edwards expressed his thanks to Council for their support during the Mayor Making Ceremony and the Civic Service.

37. Declarations of Interest

Councillors CM Davies, PM Hughes and LL ap T Davies declared an interest on Item 14 of the agenda 'To consider applications for funding to the Community Events Chest' in relation to their roles on St Clears & District Community Association.

38. To confirm the minutes of the meeting of the Town Council held on 20th May 2014.

The minutes of the Mayor Making ceremony and the Annual Meeting on 20th May were discussed and the following amendments were requested for 20 May:

Item 23 - Add the committee for the reopening of the railway station, Cllr H Witt and LL ap T Davies to be noted as members. It was also noted that the Town Trust should be included on the list of Outside Bodies and agreed that the Mayor should be nominated as the Council representative for the year. **RESOLVED that the Town Mayor is nominated member to represent the Council on the Town Trust.** Cllr CM Ingleton also noted that she would be joining the Fair Trade Steering Group. **RESOLVED that with the exception of the amendments noted above that the minutes of the meetings on 16 May and 20 May 2014 be accepted as a true record.**

39. Matters arising (exchange of information only)

None.

40. To receive the County Councillor's Report

County Councillor PM Hughes gave a progress report on matters since the last meeting.

- i) Litter picking in Bancyfelin now takes place every Thursday.
- ii) Cllr Hughes has been trying to contact Royal Mail about the post box in Pwll Trap in order to ensure that one remained in place. Cllr Hughes confirmed that he had contacted Simon Hart MP to raise the matter and it was agreed by Council that a letter should be sent to the MP in order to support the County Councillor.

RESOLVED that the Clerk should liaise with Councillor PM Hughes and prepare correspondence to Simon Hart MP about this matter.

- iii) The raised kerb at Lon Hafren had been fixed and that a drainage system had been put in place in Pwll Trap to deal with the excess water. The parking bay lines which are re-appearing in Pwll Trap will be recovered. The drain on Gothic Corner in St Clears has been fixed.

41. To receive the Clerk's Report

1. Carmarthenshire County Council

i) Planning Applications.

W/30259. Vehicular access, car parking and turning space at 1 Lon Hafren St Clears, SA33 4BS. - **Consultation**

W/30153 Two storey dwelling at Plot 1, Clos Griffith Jones, St Clears, Carmarthen, SA33 4BW – **Granted**

ii) Technical Services Department – updated inventory for footway lighting.

iii) Local Development Plan. Documentation detailing the Matters Arising changes and response form received on CD ROM. Response due by 25th July 2014.

2. One Voice Wales.

i) Training Courses - Introduction to Community Engagement at Princess Gwenllian Centre, Kidwelly, on Monday 30th June 2014, **Use of IT, Website & Social Media** at Llanelli Town Council on Monday 30th June 2014.

ii) New Model Financial Regulations. Regulations revised to support the recent change of the two signature cheque rule.

iii) Spring 2014/15 Newsletter – copies available.

iv) Health & Safety Module 7 Training Course. The Clerk attended this course on 14th May.

v) Fly a Flag on Commonwealth Day. County Councils and Town Councils throughout the United Kingdom, the Channel Islands and the Isle of Man will fly the Commonwealth flag from 10am to midnight on 9th March 2015 in a new celebration of Commonwealth Day.

3. Welsh Government

i) Natural Resource Management Bulletin. Consultation on **Guidance on Separate Collection of Waste.** Consultation closes 21 July 2014.

Regeneration Summit on 23 October in the Liberty Stadium, Swansea, and the key theme will be town centres in Wales.

ii) Independent Remuneration Panel – Survey of Remuneration 2013/14. Survey to be completed by 27 June 2014.

4. Society of Local Council Clerks. Wales Conference, Cwmbrân, 4 June 2014. The Clerk attended the conference.

5. Fields in Trust – June Update – New social media campaign from *renewwales* is your chance to tell them your favourite place to have a picnic.

6. Clock – Good Directions will be coming to inspect the clock on 24th June.

42. To receive financial report

Members were provided with information relating to the expenditure for the period 1st April 2014 to 10th June 2014 including total spend, total budget and variance for all Committee allocated budget headings and projects.

43. To approve accounts for payment

The Clerk presented the Bank Reconciliation and Schedule of Payments Report as at 10th June 2014, which also noted the Bank Balances, un-presented cheques and receipts since last meeting.

Reconciliation date:		10 June 2014
STATEMENT BALANCES		
Current Account	Community Account	500.00
Current Account	Business Saver Account	9602.69
Investment Account		57183.34
BALANCES TOTALS		67286.03

RESOLVED that the following Schedule be approved for payment:

103472	Emma Smith	June Salary	1,807.25
103473	Helen Williams	June Salary	1,295.18
103474	HMRC	Apr-Jun 2014 PAYE	3,273.13
103475	Helen Williams	Pension Jun 14	189.41
103476	Dol-Y-Felin	Donation from Bwrlwm Beca	50.00
103477	One Voice Wales	Health & Safety Seminar	30.00
103478	Catrin Bradley	Final Salary (Untaken Leave)	567.30
103479	Bowen & Weaving	Stationery	19.06
103480	N & J James	Stalls set-up	200.00
103481	J N Williams	Grounds Maintenance	350.00
103482	Society of Local Council Clerks	Regional Conference 3/6/14	70.80
103483	Pro Print	Booklets & Programmes	205.50
103484	Insignia	Printer Cartridges(2)	211.20
103485	P.A. Wait	Heritage Panel replacement	150.00
103486	Emma Smith	Reimbursement May	90.34
103487	Helen Williams	Reimbursement Mar - May	139.24

103488	Neuadd Bancyfelin	Mayor Making Reception	18.00
103489	Cylch Meithrin Sandler	Community Chest Award	125.00
103490	St Clears & District Comm. Assoc.	Community Chest Award	300.00
103491	St Clears Juvenile Sports Assoc	Community Chest Award	300.00

44. To receive reports of the Finance & General Purposes Committee meeting held on 3rd June 2014

Cllr PJ Rogers proposed that the committee reports should be dealt with under one agenda item and be chaired by the Chair of Council in order to expedite matters. Also any matters arising should, where possible, be raised in advance of the meeting. The proposal was seconded by Cllr LL ap T Davies.

RESOLVED that the committee reports should be dealt with under one item chaired by the Chair of Council for this and future meetings. Any matters arising should be raised in advance of the meeting via the Clerk.

Cllr RG Edwards continued to chair the discussion on committee reports. The following items were raised:

Item 10 – Finance & General Purposes report. The Clerk clarified the position with regard to publishing attendance at meetings following guidance from One Voice Wales. There is no obligation to publish attendance and no guidance has been issued on the matter.

Item 7 – Environment Committee report. Cllr PJ Rogers thanked Cllr RG Edwards for replacing the heritage panel on Peillac Way.

Item 10 – Environment Committee report. Cllr LL ap T Davies thanked Cllr PM Hughes for resolving the litter picking issue in Bancyfelin.

Item 11 – Environment Committee report. Members discussed the provision of Christmas lights and the need for electrical work in order to support the lights this year. It was agreed to discuss the matter further in the next meeting of the Council on 15 July 2014.

RESOLVED that Council will discuss the Christmas lights and necessary electrical work in order to make a decision in the next Council meeting on 15 July 2014.

It was also noted that the Bancyfelin Village Trail and Panel would be launched on 8 July 2014 at 2pm outside the school in Bancyfelin.

Item 5 – Planning & Communities Committee report. **RESOLVED that Cllr CM Davies and Cllr DR Phillips would form a subcommittee with one other member to progress the work of arranging the Christmas lights for 2014.**

Item 6 - Planning & Communities Committee report. The Clerk agreed to record the details of planning applications discussed in the minutes for this meeting and all future meetings.

45. To receive reports of the Environment Committee meeting held on 3rd June 2014.

This item was covered under section 44 above.

46. To receive reports of the Planning and Communities Committee meeting held on 3rd June 2014.

This item was covered under section 44 above.

47. Correspondence

i) Letter of thanks from Geraint Phillips Ysgol Dyffryn Taf for the Design & Technology award. ii) Hayston Developments & Planning. Copy of correspondence to Carmarthenshire County Council regarding development to the rear of the Fox & Hounds in Bancyfelin. iii) Traws Link Cymru. Request for support in campaign to reopen the railway line between Aberystwyth and Carmarthen. iv) Hywel Dda University Health Board. Information sessions about the changes to maternity, neonatal, paediatric and gynaecology services at Withybush and Glangwili hospitals from August 2014. v) E-mail from the British Legion St Clears noting the arrangements in the run up to and on the day of the 1st World War commemorations on 3rd August 2014.

RESOLVED that the Council would note the correspondence noted above and that Councillor Mrs JSV Rees and Mrs H Witt would attend the Hywel Dda UHB information session.

48. To consider applications for funding to the Community Events Chest.

Six applications had been received by the closing date on 31 May. Council discussed the criteria for awarding funding and the amounts to be allocated for this round. Due to their positions on in the St Clears Community Association Cllrs CM Davies and PM Hughes left the room when the Association's application was being considered.

RESOLVED that the Council award the following amounts: Cylch Meithrin / Ti a Fi Sanclêr £125, St Clears Community Association £300, St Clears Juvenile Sports Association £300 and that these payments be added to the schedule of payments. RESOLVED that the three other applications be deferred to the next Council meeting on 15 July and further information sought where necessary.

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

The Clerk noted that no expressions of interest had been received.

50. To discuss working arrangements of the Town Clerk

The Clerk circulated a timetable of availability to Members noting the best time to contact her. A discussion about working time for the Clerk was held and Councillor PJ Rogers proposed that the Town Council meetings be moved back to the earlier time of 7pm as the Mayor was now holding drop in sessions for the public on a weekly basis. All members of Council agreed to this proposal. **RESOLVED that Town Council meeting start at the earlier time of 7pm.**

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

Cllr Mrs JSV Rees noted the inaugural walk of the Carmarthen & Whitland Fair Trade on 9th July which would start in Carmarthen, arrive at the Gate, St Clears at 4pm and progress to Whitland.

52. To receive the Town Mayor's Report on civic events, engagements etc.

The Mayor noted his activities since the last meeting including attending the YFC Show and Cymanfa Ganu. The Mayor was also present in the Lions rugby players event in Bancyfelin, Scouts Bring & Buy sale, Duck Race at Bancyfelin, St Clears Show and the Football Tournament at the Welfare Field. The Mayoral Civic Service was held on 8 June in St Clears.

53. To receive feedback from the 'Residents Drop-In Session' held prior to the meeting.

No residents had attended the drop in session.

54. Any other business (exchange of information only)

i) Members were informed that Carmarthenshire County Council are offering bunting for the Eisteddfod week. It was agreed that the Town Council would partake. **RESOLVED that the Clerk should contact Carmarthenshire County Council to request bunting and also make arrangements to have it hung up around St Clears, Pwll Trap and Bancyfelin.**

ii) Members were informed of an e-mail received from Elsa Davies, Bancyfelin pledging her support to the Projects & Events Co-ordinator and asking the Council to consider ways to continue the role after the contract expires later in the year. A discussion was held on the matter and it was noted that discussions with Whitland Town Council were ongoing.

iii) Cllr LL ap T Davies requested that the Clerk correspond with Siân Merlys of Carmarthenshire County Council to request details of Welsh classes for the St Clears and Bancyfelin area for the coming year.

Meeting terminated at 21.30

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 3rd June 2014 at 6.00pm

Present: Councillors Dr WEVJ Davies, RG Edwards (Town Mayor), PM Hughes, P Lanc, Mrs JSV Rees, PJ Rogers

Membership of the committee was confirmed as Cllrs WEVJ Davies, RG Edwards, PM Hughes, P Lanc, JSV Rees and PJ Rogers. It was agreed that the Deputy Mayor Cllr CM Davies would be an observer on the Environment Committee.

Observing: Cllr CM Davies (Deputy Mayor) & Cllr LL ap T Davies

55. Apologies

No apologies were received.

56. Declarations of Interest

None.

57. To elect a Chair for the Committee

Cllr PJ Rogers was unanimously voted as the Chair of the Committee.

58. Matters arising from the minutes of the meeting of the Environment Committee held on 7th April 2014.

No matters arising.

59. To receive financial budget update

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

60. To consider a program for the Committee for the Civic Year

Five priorities for the year ahead were outlined – maintenance of public footpaths, establishing Town Council walks, enabling people to walk and cycle from Bancyfelin to St Clears and vice versa, improvements to Peillac Way, and maintenance of the War Memorial.

RECOMMENDED that the five items listed above are the priorities for the Environment Committee's work during the 2014-15 Civic Year.

61. To receive an update regarding the Heritage Panels Project & Peillac Way.

It was noted that the replacement panel for Peillac Way had arrived and needed to be reinstalled. The chair updated the

committee with the work carried out along Peillac Way noting that the path had been cleared and discussions were ongoing about the erosion of the river bank and the potential effect on the path. The Chair also informed the committee of the intention to cut back gaps along the embankment rather than cutting back the whole stretch in order to allow access to the river bank but to minimise disturbance to wildlife. This was agreed by Committee as a sensible way ahead.

It was noted that the Himalayan Balsam had started to grow in the past few weeks. It was agreed that the Clerk should contact the County Council and Natural Resources Wales to ask for their assistance in the matter.

It was noted that the leaflet to accompany the Bancyfelin Heritage Panel had been drafted, translated and sent off for production.

62. **To receive an update regarding the inspections of the Skateboard & Play Areas.** The latest inspection reports were shared with the committee, it was agreed that the Clerk should contact the County Council to address the issues and request remedial action.
63. **To consider Best Garden Competition 2014/15**
The entries for the Best Garden Competition were presented to the Committee. It was agreed that the Clerk should contact Whitland Town Council to ask for assistance from two councilors to judge the competition.
64. **To review provision of litterbins**
The bin emptying schedule for St Clears, Bancyfelin and Pwll Trap was discussed following an update from the County Council. It was noted that there was an issue with litter picking in Bancyfelin which needed to be addressed by the County Council.
65. **To consider the maintenance of the Rebecca sculpture, the war memorial and wooden benches.**
It was noted that the work to clean and improve the war memorial area needed to go ahead before the Commemoration planned for 3rd August. The maintenance of the Rebeca sculpture was discussed and it was agreed that any work to Market Square to replace the uprighters and other work to support the use of Christmas tree lights would need to take place before the sculpture was treated. The issue was addressed to full council for discussion.
RECOMMENDED that the Council discuss the quotation for work to Market Square and decide the way forward.
66. **Any other Business (exchange of information only)**
Cllr P Hughes noted that issues that had been addressed to him as County Councillor on 22 April will be addressed.

It was noted that the kerb outside 50-52 Lôn Hafren had risen and now presented a trip hazard.

The meeting was terminated at 19.05

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 3rd June 2014 at 7.00pm

Present: Councillors CM Davies (Deputy Mayor), LL ap T Davies, Mrs C Ingleton, KA Major, DR Phillips

The membership of the committee was confirmed as Cllrs CM Davies, LL ap T Davies, C Ingleton, KA Major, DR Phillips and H Witt. It was agreed that the Town Mayor Cllr RG Edwards would be an observer of the committee.

Observing: Cllr RG Edwards (Town Mayor)

67. Apologies

Apologies for absence were received from Councillor H Witt.

68. Declarations of Interest

Cllrs CM Davies, LL ap T Davies and KA Major declared an interest for item 9 due to their membership of or association with organisations who had submitted an application to the Community Events Chest.

69. To elect a Chair for the Committee

Cllr DR Phillips was nominated as Chair of the Committee by Cllr CM Ingleton and seconded by Cllr CM Davies. Cllr LL ap T Davies was nominated as Deputy Chair.

70. To receive from the Projects & Events Co-ordinator

An update was received from the Projects and Events Co-ordinator about her ongoing work. Information about Spice time credits were shared with the committee and the potential role for the Council and community of St Clears was discussed. An update was also provided on the Walkers are Welcome project and the development of such a programme in the St Clears Town Council area by volunteers.

4a. To receive a budget update (additional item not on the agenda).

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

71. To consider a programme for the Committee for the Civic Year

It was agreed that the Christmas lights needed to be a priority for the Committee in the coming months as the current contract had expired and the situation needed to be looked at again. It was agreed that the Clerk should request a quote from the current provider to continue the work prior to the next meeting of the Committee and following this,

further quotes could be obtained. Cllr CM Ingleton proposed that a sub-committee of 2 or 3 members meet to discuss the way forward, the proposal was seconded by Cllr KA Major.

RECOMMENDED: That a sub-committee of the Planning & Communities Committee meet to discuss the Christmas lights contract for 2014 onwards.

72. To consider Planning Applications as notified by Carmarthenshire County Council

The Clerk was requested to ask for more details about a planning application in Maesybryn.

73. To receive update on LDP

No updates received.

74. To receive update on CCTV

Two additional quotes to the one provided by the current provider had been received for the work to the CCTV system. It was agreed to invite the companies to come and speak to the next committee meeting.

75. To consider applications for the Community Events Chest

The committee agreed to refer the decision on the allocation of funds to full council meeting as approval would be necessary on any decision made by committee. It was also agreed that the Clerk should request bank statements from those who hadn't provided them in support of their applications.

RECOMMENDED: That the allocation of funds from the Community Events Chest be decided at full Council on 17 June 2014.

76. To consider a public meeting to receive community input and feedback.

It was agreed that this item be deferred to the next meeting due to a lack of time to discuss the matter.

77. Any other business (exchange of information only)

None.

The meeting terminated at 20.30

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 3rd June 2014 at 8.00pm

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

Membership of the Committee was confirmed to be as shown above.

Observing: Cllr LL ap T Davies. The start of the meeting was delayed until 20:30.

78. Apologies for absence

None

79. Declarations of Interest

None

80. To elect a Chair for the Committee

Cllr Mrs JSV Rees nominated Cllr KA Major as Chair for the Committee and was seconded by Cllr PJ Rogers. KA Major thanked the committee for the nomination and requested that a Deputy Chair be appointed also. Cllr PJ Rogers nominated Cllr CM Davies as Deputy Chair and was seconded by Cllr RG Edwards.

81. To receive budget update

Members were provided with information relating to the expenditure since 1st April 2014 with an estimated spend for the remaining year under the Finance & General Purposes Committee allocated budget headings and also a general overview of the whole budget.

82. To approve accounts for payment

The Council's adoption of Online Banking was discussed by the committee and the potential time saving benefits of such a facility. It was agreed that the proposal to adopt Online Banking be taken to full council.

RECOMMENDED: That the Town Council consider adopting online banking in order to better facilitate the financial administration of the Council.

83. To consider a programme for the Committee for the Civic Year

The priorities for the committee for the Civic Year were discussed and four areas were agreed: 1. Welfare Field & Asset Management, 2. Communication 3. Standing Orders, 4. Review policies.

In accordance with the resolution made by Full Council on 20 May, Cllr PJ Rogers discussed the establishment of a small group with responsibility for the management and responsibilities of the Welfare Field. It was proposed that Cllrs RG Edwards, Mrs JSV Rees and CM Davies form a group to carry out this work. Committee agreed to recommend this proposal to full council.

RECOMMENDED: That Cllrs RG Edwards, JSV Rees and CM Davies form a group to look at the management and responsibilities of the Welfare Field.

It was agreed that developing effective communication be included on the agenda for the next committee meeting.

- 84. To discuss the support arrangements for the new Clerk**
The arrangements for supporting the Clerk were discussed focusing on working hours and suitable times to contact the Clerk. The Clerk agreed to provide full council with a timetable of general availability and also to update the contact details for Council members.
- 85. To consider Draft Contract for new Clerk**
This item was discussed as part of item 9.
- 86. To consider new employment policies**
The committee confirmed that they were happy with the contents of the Sickness Absence, Disciplinary and Grievance policies and recommended that the Council should adopt them.
RECOMMENDED: That the Council adopt the draft Sickness Absence, Disciplinary and Grievance policies.
- 87. Any other business relating to the Town Council's finances (exchange of information only)**
The publication of meeting attendance was discussed and the Clerk agreed to contact One Voice Wales for guidance.

Meeting terminated 21:40