

**St Clears Town Council**  
**Minutes of the Town Council Meeting**  
**held in The Gate/Y Gât, Pentre Road, St Clears**  
**on Tuesday 18<sup>th</sup> March 2014 at 7.30pm**

**Present:**

Councillors Dr WEVJ Davies, PJ Rogers; RG Edwards, D R Philips, Mrs JSV Rees, L L ap T Davies, Mrs H Witt and E Williams Acting Clerk.

In the Chair – Councillor Mrs JSV Rees (Town Mayor)

**261. Apologies for absence**

Apologies for absence were received from Councillors P Lanc, K Major, CM Davies, CM Ingleton and County Councillor P Hughes.

**262. RESOLVED that the minutes of the meeting of the Town Council held on 18<sup>th</sup> February 2014 be confirmed and signed as a true record, with the following corrections**

**i) that DR Phillips had submitted apologies in advance of the meeting and was not in attendance**

**ii) item 250 - the nomination of Siriol Jenkins should read Sara Jenkins**

**iii) item 253 - the permissive path is not included in the outline planning permission.**

**263. Matters arising**

**i) Bancyfelin path** - It was noted that action had been taken by the landowners to repair the fence along the path in Bancyfelin.

**ii) Wales Coastal Path** - Councillor PJ Rogers reported that he had met with Martin Murray from the Recreation Division of Carmarthenshire County Council to discuss the location of the panel on Town Council land and suggested that it should be submitted as a planning application and there should be liaison with the Town Trust in relation to the panel proposed for the Quay area. Councillor PJ Rogers was thanked for dealing with the matter.

**264. RESOLVED that the minutes of the meeting of the Town Council held on 4<sup>th</sup> March and 11<sup>th</sup> March 2014 be confirmed and signed as a true record.** The Chair thanked Mr Elfyn Williams for his professional organisation on the recruitment process and all members were thanked for their contribution.

**265. Town Clerks Report**

**1. Carmarthenshire County Council**

*i) Planning Applications*

W/29579 – Proposed Open Sided Wood Store to rear of existing Garage – Ivy Cottage, Tenby Road. Mr Peter Hancock - **Granted**

W/24182 – Outline Residential Development (with Affordable Housing, School Parking/Drop off Area and public play area at land rear of Fox & Hounds, Cae Ffynnon, Bancyfelin – **Granted**

W/29362 – Safety Rails, Pont Newydd Road Bridge , St Clears  
**Granted**

- ii) Information on Vacancy Procedure for Town & Community Councils*
- iii) Carmarthenshire's Future Generations event – 26<sup>th</sup> March.*

## **2. One Voice Wales**

### ***i) Repeal of s.150 (5) of the Local Government Act 1972 - Implementation***

Every council that wishes to take advantage of the changes must formally put in place effective systems and arrangements compliant with these proper practices in accordance with Chapter 11 before it seeks to abandon the two signature rule. This effectively means adopting new Financial Regulations, and internal procedures compliant with the guidance. Attention is drawn, particularly, to Chapter 11, to the effect that *“it is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which payment is (actually) made”*. The guidance states, particularly, that the **two signature rule must not be abandoned** until a council has put in place safe and efficient arrangements in accordance with the guidance. It is essential that councils *“maintain robust controls on payments as an integrated part of their overall financial control system”*. For larger councils this is likely to be relatively straightforward. For smaller councils this may be more difficult. It may well be that an essential element of the control systems in place is the retention of the two signature rule. The important difference is that this will be as a result of a council's own control decisions (e.g. its financial regulations and procedures in relation to the revision of its bank mandates) rather than because, under s.150(5) of the Local Government Act, 1972 it was a statutory requirement.

<http://www.onevoicewales.org.uk/practitioners-guide/practitioners-guide-2011>). This sets out proper practice guidance on making payments. New model Financial Regulations will be released in the near future which, together with the council's Standing Orders, will contain the procedures appropriate to comply with the requirements of Chapter 11 of the Practitioner's Guide.

### ***ii) Devolution of Services – Training module - Noted***

## **3. Welsh Government**

***Disposal of Local Authority Playing Fields – consultation - Noted***

**4. Adjudication Panel for Wales – The recently published Annual Report for the 2012-2013 was noted.**

## **5. Carmarthenshire Local Development Plan 2006-2021**

**The Report from Hayston Developments & Planning Ltd was noted**

### **266. Vacancy of Llanfihangel Abercowin Ward**

The Notice of vacancy in the office of Councillor for the Llanfihangel Abercowin ward following the resignation of Huw Eynon had expired on 28<sup>th</sup> February with no requests for election received.

**RESOLVED that as no election had been requested in respect of the vacancy it would be appropriate to commence co-option procedures, by placing notices in appropriate public places, in the Carmarthen Journal and on the website to fill the two current vacancies.**

**267. Parking at Lon Cowin, Bancyfelin**

The Town Clerk reported that the Ambulance Service had confirmed in response to the letter from Carmarthenshire County Council that they had not received any concerns or complaints regarding obtaining access during emergencies to Lon Cowin, Bancyfelin.

**268. Ysgol Dyffryn Taf – Design Technology Award**

Declaration of Interest received from Councillor PJ Rogers as a member of Board of Governors of Ysgol Dyffryn Taf.

**RESOLVED to continue with the present arrangement for a further period of five years, donating £50 annually towards an award for achievement in Design Technology.**

**269. Grounds Maintenance Contract**

**RESOLVED that the Chair of Council, Chair of the Environment Committee and the Town Clerk be granted delegated authority to receive the tenders following closing date of 31st March and to appoint a contractor to commence on 1st April 2014.**

**270. Planting Contract**

**RESOLVED to remain with Council’s current contractor for 2014/15 planting requirements.**

**271. New Clerk appointment**

The meeting noted the current position relative to the receipt of references.

**272. Town Council Financial Management Report**

Members were provided with information relating to the expenditure for the period 1<sup>st</sup> April 2013 to 18<sup>th</sup> March 2014 and projected spend at year end for all Committee allocated budget headings and projects.

**273. Approve Accounts for Payment**

The Clerk presented the Bank Reconciliation as at 18<sup>th</sup> March 2014:

Bank Account	£
Community Account	1,472.02
Business Saver Account	20,193.42
Business Rate Tracker Account	67,175.88
	<u>88,841.32</u>

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

<b>Supplier</b>	<b>Cheque No.</b>	<b>£</b>
Elfyn Williams - Salary Feb-Mar 2014	103390	728.95
Catrin Bradley - Salary Mar	103391	3,723.42
Helen Williams - Salary Mar	103392	1,248.63
Scottish Widow - CB Pension Sept-Mar	103393	1,044.54
Aegon - HW Pension - Sept-Mar	103394	1,325.87
Carmarthenshire CC (Annual & Routine Insp Playground)	103395	1,584.00
Carmarthenshire CC (Annual & Routine Insp Skatepark)	103396	1,584.00
J N Williams (Inv SI-622)	103397	100.00
Glyn Edwards (Inv 072670)	103398	18.36
Local World Limited (Journal Advert)	103399	192.00
Neuadd Bancyfelin (Hall Hire)	103400	21.00
Ysgol Dyffryn Taf - Annual Prize	103401	50.00
Terry Jones (Cleaning Bancyfelin Bus Shelter)	103402	78.00
Black Lion Hotel (Bus Shelter rental)	103403	52.00
Llyfrau Llafar Cymru - Talking Books Wales	103404	50.00
Carmarthen & District Youth Opera	103405	50.00
YFC Carmarthenshire	103406	50.00
Bobath Children's Therapy Centre Wales	103407	50.00
Y Cardi Bach - Papur Bro	103408	100.00
Henoed Bancyfelin Senior Citizens	103409	100.00
Taf QT Club	103410	100.00
St Clears YFC Agricultural Show	103411	250.00
HMRC Jan-Mar 2014	103412	4,611.09
Bowen & Weaving (Inv 2943)	103413	19.06
W3 Web Design Ltd - QR Code Development (Inv 2227)	103414	199.00
W3 Web Design Ltd - Website Development - (Inv 2228)	103415	500.00
W3 Web Design Ltd - Domain name & Hosting - (Inv 2229)	103416	94.00
Audio Trails - Heritage Audio Trail	103417	5,454.00
P A Wait, Heritage Panel Installation (Inv Bancyfelin-13-043)	103418	250.00
P A Wait, Heritage Panel Installation (Inv St Clears-13-042)	103419	2,000.00
P A Wait, Heritage Trail Leaflet (Inv St Clears-14-045)	103420	359.15
Insignia - Toner (Inv 1883)	103421	74.26
SLCC - 2014/15 Membership	103422	184.00
Carmarthenshire County Council (TEN Bwrlwm Beca)	103423	21.00
Carmarthenshire County Council (Rent & Room Hire 2013/14)	103424	1,750.00
Haystons Planning & Developments	103426	360.00
		<b>28,376.33</b>

**274. RESOLVED that £10,000 be transferred from the Business Rate Tracker Account to the Business Saver Account to cover committed expenditure.**

**275. Review of Finance & Resource Committee and Policy Committee**  
**RESOLVED** that following the Annual Meeting in May 2014 the present Finance & Resource and Policy Committees be replaced by a Finance & General Purposes Committee. In accordance with Council's Standing Orders the Chair shall be elected from within the Committee membership. The Committee shall comprise of : The Town Mayor; Chair of Environment Committee; Chair of Planning & Communities Committee and three other members appointed by the Town Council.

**276. Planning & Communities Committee Report**  
**RESOLVED** to invite members of Whitland Town Council to the next Planning & Communities Committee to receive a report on progress to date with the Projects & Events Co-ordinator project.

**277. Community Events Chest**  
**RESOLVED** that declarations of interest will need to be established at Planning & Communities Committee meetings when assessing applications to the Community Events Chest.

**278. Welfare Field**

Following the exploratory meeting with Carmarthenshire County Council officers at the Leisure Centre on 24<sup>th</sup> February, which included discussion on a Service Level Agreement between the County Council and the Town Council with a sliding scale of charges over a three year period

**RESOLVED to**

- i) ascertain clarification from the County Council on the actual figures relating to the ground maintenance of the field and the income generated from the hire of the changing rooms.
- ii) include an item on the agenda for the next meeting of the own Council on 'To decide on transfer of Trusteeship of Welfare Field'.

**279. Mayors Report**

The Mayor reported that she had attended the Tractor Pull in Pwll Trap and met with the Carmarthenshire Ambassadors highlighting the Heritage Trail.

**280. Appointment of Town Mayor 2014/15 Civic Year**

Councillor Dr WEVJ Davies proposed, Councillor H Witt seconded and it was unanimously agreed that Councillor RG Edwards be elected Town Mayor for the 2014/15 civic year. Councillor RG Edwards thanked members for electing him as Town Mayor elect.

**281. Appointment of Deputy Town Mayor 2014/15 Civic Year**

**RESOLVED** to defer appointment to the next Town Council meeting.

**282. Nomination for Eric Raymond Memorial Award**

**RESOLVED** that the Eric Raymond Memorial Award be awarded Dale Evans.

**283. Nomination for Community Service Award**

**RESOLVED** that Carol Lloyd be awarded a Community Service Award in addition to Elsa Davies.

**284. Residents Drop-In Session**

It was noted that no members of the public had attended the Drop-In session held earlier in the evening

**285. Mayor's Board**

**RESOLVED** to update the Mayor's Board.

**286. Sign for Peillac Way**

**RESOLVED** to contact Carmarthenshire County Council to enquire if a directional sign could be placed on each end of the path.

**287. Mayor Making**

**RESOLVED** to hold the Mayor Making on Friday 16<sup>th</sup> May at Bancyfelin Village Hall and the Civic Service on 8<sup>th</sup> June.

**288. Mayor's Awards Presentation**

**RESOLVED** to hold the Mayors Presentation evening at Ysgol Griffith Jones on 6<sup>th</sup> May.

**Meeting terminated 21.42pm**

**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 Monday 3<sup>rd</sup> March 2014 at 6pm**

**Present:** Councillors Dr WEVJ Davies, CM Davies, PJ Rogers, LLapT Davies, P Lanc, County Councillor PM Hughes and Mrs JSV Rees

In the chair: Councillor PJ Rogers

- 1. Apologies**  
Apologies for absence were received from DR Phillips.
- 2. Declarations of Interest**  
Councillor P Lanc declared an interest in possible discussions in relation to footpaths.
- 3. Matters arising from minutes of meeting 3<sup>rd</sup> February 2014**  
There were no matters arising.
- 4. To receive financial budget update**  
Members were provided with information relating to the expenditure for the period 1<sup>st</sup> April 2013 to 28<sup>th</sup> February 2014 and projected spend at year end for the Environment Committee allocated budget headings.

The Chair noted underspends were being closely monitored and proposed that items for consideration to be actioned before the financial year end:

**RECOMMENDED to**

- i) **prioritise the repair/paint of seats identified**
  - ii) **purchase two new replacement planters for Bridge St and Pwll Trap**
  - iii) **initiate groundwork for picnic tables**
  - iv) **accrue Notice Board allocation to 2014/15 budget if necessary**
  - v) **contact Carmarthenshire County Council Recreation Department to discuss possibility of stock proofing under bridge.**
- 5. To receive an update from County Councillor**  
The County Councillor PM Hughes reported that a number of issues raised at recent Council meetings were being addressed, including:
- i) Vehicles blocking right of way at Manordaf - letter been issued to County Council
  - ii) Parking bays at Pentre Road (outside Factory Shop) – order will be published
  - iii) Yellow lines outside County Stores

- iv) Various road surfaces being addressed
- v) Bollard near recycling area being actioned
- vi) Footpaths

**RECOMMENDED to**

- i) **remove and replace the dead tree on Pentre Road.**
- ii) **request that the County Council ranger surveys and takes appropriate action for the 'Coracle footpath'.**

- 6. To receive an update regarding the Heritage Panels Project**  
The Chair stated that the installation of the Heritage Panels would commence in coming weeks and following the Bwrlwm Beca public planning meeting held on 10<sup>th</sup> February the programme has been re-drafted to incorporate four blocks of activities; in the Car Park, Church & Town Hall, Banc y beili and a Twmpath in the school in the evening.

It was reported that an activity at the war Memorial would not be a part of the Bwrlwm Beca event but the Town Council would support the Royal British Legion and the Church in the organisation of a Service of Recognition of the start of the First World War on Sunday 3<sup>rd</sup> August 2014. A wooden cross and planters would be installed.

**RECOMMENDED to clean war memorial area and re-guild the in preparation for the commemorative event.**

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

It was noted that inspection reports had been received.

**RECOMMENDED to ascertain details of contract and establish if the contract is on a repair and maintenance basis.**

- 8. To receive an update on Welfare Field**

The Chair reported that a positive meeting was had with County Council officers.

- 9. To consider 2014/15 Ground Maintenance contract**

**RECOMMENDED to**

- i) **Amend specification to include grass cutting every 5-7 days; maintenance of Peillac Way 1m each side of path; include option for a rolling contract for two to three years subject to performance.**
- ii) **write to contractors inviting to tender.**

- 10. To consider 2014/15 planting & hanging baskets contract**  
**RECOMMENDED to discuss with existing contractor.**

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



A request for letter of support in relation to the siting of two Wales Coastal Path panels was discussed and it was proposed that the Car Park panel should be located in an alternative area possibly the Church Car Park.

Meeting closed 7.28pm

**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 Monday 3<sup>rd</sup> March 2014 at 7.30pm**

**Present:** Councillors KA Major, CM Davies, RG Edwards, L LapT Davies, Mrs C Ingleton and County Councillor PM Hughes.

In the chair: Councillor CM Davies

- 12. Apologies**  
Apologies for absence were received from Councillors H Witt.
- 13. Declarations of Interest**  
No declarations of interest were recorded.
- 14. Planning Applications**  
W/29628 – Install 4 Lighting Columns for Training Lights. St Clears R.F.C. Ysgol Griffith Jones, Lon Hafren, Station Rd, St Clears. No comment.  
A request for a letter of support from the Recreation Department of Carmarthenshire County Council in relation to the siting of two Wales Coastal Path panels was discussed. Suggestions were made to locate the Car Park panel near the Skateboard area of the Car Park or in the Church Car Park.
- 15. Progress Report from Helen Williams, Projects & Events Development Co-ordinator**  
Ms Williams provided members with a report of progress and priorities (Appendix A attached).  
**RECOMMENDED that**
  - i) Consideration given to translation requirements of the role and contact Carmarthenshire County Council in the first instance to ascertain availability of support.**
  - ii) To invite members of Whitland Town Council to discuss project progress and future opportunities.**
- 16. Financial Budget Update**  
Members were provided with information relating to the expenditure for the period 1<sup>st</sup> April 2013 to 28<sup>th</sup> February 2014 and projected spend at year end for the Planning & Communities Committee allocated budget headings.
- 17. Christmas Lighting requirements for 2014**  
**RECOMMENDATION to ascertain comparative quotations for Christmas Lighting scheme of the same design as recent years.**
- 18. Agree dates for future meetings of the committee**

7<sup>th</sup> April 2014

19. **Any other business (exchange of information only)**  
LDP Consultation

Drainage issues at Pwll Trap.

Meeting closed 8.35pm

**Cyngor Tref Sanclêr – St Clears Town Council**  
 Minutes of the Meeting of the  
**Finance and Resources Committee**  
 Held in Y Gât/The Gate, Pentre Road, St Clears  
**On Tuesday 4<sup>th</sup> March 2014 at 6.00pm**

**Present:** RG Edwards, KA Major, CM Davies, PJ Rogers and Mrs JSV Rees (Town Mayor) together with Elfyn Williams.

In the chair: Councillor RG Edwards

**20. Apologies**

Apologies were received from Councillor DR Phillips.

**21. Declarations of Interest**

Declaration of interest were recorded from Councillor CM Davies as a member of the Eisteddfod Appeals Committee.

**22. To receive financial budget update**

Members were provided with information relating to the expenditure for the period 1<sup>st</sup> April 2013 to 28<sup>th</sup> February 2014 and projected spend at year end for the Finance & Resources Committee allocated budget headings.

**23. To approve accounts for payment**

**It was reported that the Bank Reconciliation as at 4<sup>th</sup> March 2014 was as follows:**

Bank Account		£
Community Account		472.02
Business Saver Account		20,193.42
Business Rate Tracker Account		67,175.88
		<b>87,841.32</b>

**REC**

**COMMENDED that the following payments be presented for approval by the Town Council**

Supplier	Cheque No.	£
Elfyn Williams - Salary Feb-Mar 2014 (est)	103390	1,000.00
Catrin Bradley - Salary Mar	103391	3,723.42
Helen Williams - Salary Mar	103392	1,268.41
Scottish Widow CB Pension Sept-Mar	103393	1,044.54
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Ysgol Dyffryn Taf - Annual Prize	103401	50.00
Terry Jones (Cleaning Bancyfelin Bus Shelter)	103402	78.00

Black Lion Hotel (Bus Shelter rental)	103403	52.00
		Cont.
Llyfrau Llafar Cymru - Talking Books Wales	103404	50.00
Carmarthen & District Youth Opera	103405	50.00
YFC Carmarthenshire	103406	50.00
Bobath Children's Therapy Centre Wales	103407	50.00
Y Cardi Bach - Papur Bro	103408	100.00
Henoed Bancyfelin Senior Citizens	103409	100.00
Taf QT Club	103410	100.00
St Clears YFC Agricultural Show	103411	250.00
HMRC Jan-Mar 2014 (est)	103412	4,600.00
Bowen & Weaving (Inv 2943)		19.06
Website		500.00
Audio Trail (est)		5,000.00
Panel Installation		2,784.00
Leaflet Printing (est)		500.00
Carmarthenshire County Council (TEN Bwrlwm Beca)		21.00
Carmarthenshire County Council (Rent)		1,200.00
CLH - Storage		325.00
		<b><u>27,740.66</u></b>

It was noted that further invoices were expected prior to the next meeting of Council.

**24. Requests for Financial Assistance**

**RECOMMENDED to**

- i) **send a letter to the Carmarthenshire National Eisteddfod Appeals Committee explaining that the £60 given to the appeal in 2012 by Cllr L ap T Davies, and £50 by Cllr JSV Rees in 2013 were given by the respective Mayors on behalf of the Town Council.**
- ii) **Review the Mayoral Donations Policy at the AGM**

**25. Potential Role, responsibilities and membership of combined Policy, Resources and Finance Committee**

**RECOMMENDED that**

- i) **The role of the Committee incorporates looking at the priorities of the Environment Committee and Planning & Communities Committees and agreeing agendas.**
- ii) **The responsibilities include;**
  - a. **financial management**
  - b. **annual budget setting**
  - c. **staff management**
  - d. **long term planning**
  - e. **co-ordination of the delivery of Committee work programmes**
  - f. **welsh language scheme**
  - g. **communication and PR**

- iii) **Membership of six members;**
  - a. **Mayor**
  - b. **Chair of Environment Committee**
  - c. **Chair of Planning & Communities Committee**
  - d. **Member with Financial management designation**
  - e. **Member with Communication & PR designation**
  - f. **Independent Chair**
- iv) **Chair**
  - a. **Elected by Committee or by Council**

**RECOMMENDED that Council consider reviewing Standing Orders and Financial Regulations at AGM in line with new Guidance.**

- 26. **Agree dates for future meetings of the committee**  
**RESOLVED that next meeting of the Finance & Resource Committee be held on 1<sup>st</sup> April 2014.**
- 27. **Any other business relating to the Town Council's finances (exchange of information only)**  
In the absence of any other business the meeting terminated at 7.30 pm.