

Cyngor Tref Sanclêr – St Clears Town Council
Minutes of the Town Council Meeting
held in the Gate / y Gât, Pentre Rd, St Clears
on Tuesday 22nd April at 7.30pm

Present:

Councillors Dr WEVJ Davies, PJ Rogers; RG Edwards, Mrs JSV Rees, L L ap T Davies, P Lanc, K Major, CM Davies, CM Ingleton, P Hughes (County Councillor) and E Williams Acting Clerk.

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

286. Apologies for absence.

Apologies for absence were received from Councillor H Witt.

287. Personal Matters

Emma Smith was welcomed to her first meeting as the new Clerk to the Council. Cllr JSV Rees wished Emma all the best on behalf of the Council.

288. Declarations of Interest

None.

289. To confirm the minutes of the meeting of the Town Council held on 18th March 2014.

Cllr WEVJ Davies proposed that the minutes were correct and was seconded by Cllr RG Edwards. **RESOLVED that the minutes of the meeting of the Town Council held on 18th March 2014 be confirmed and signed as a true record.**

290. Matters arising (exchange of information only)

i) Cllr JSV Rees thanked the Deputy Mayor for welcoming the guests from Whitland Town Council to the last Planning & Communities Committee. Cllr RG Edwards noted that it was a positive meeting.

ii) Cllr LL ap T Davies had been making enquiries as to the whereabouts of the Eric Raymond Memorial Shield but hadn't made any progress but will continue to make enquiries. Several possibilities had been explored and were unsuccessful. Cllr JSV Rees asked for suggestions as to how the Council should proceed. Cllr LL ap T Davies proposed that a new shield be purchased if further searching for the shield proved to be unsuccessful. The motion was seconded by Cllr CM Ingleton.

RESOLVED that a new shield be purchased if the current shield is unrecoverable.

iii) A discussion was held about updating the Mayoral Board to include the names of recent Mayors and Clerks. Cllr CM Davies agreed to provide contact details of a joiner who could advise on the matter. Catrin Bradley agreed to make enquiries with a local sign writer.

iv) It was noted that no progress had been made with regard to a directional sign at both ends of Peillac Way. A discussion was had around the choice of name and some opposition in the community to the choice. It was also noted that the name had been printed on all panels and literature for the Heritage Trail in addition to being used on the Audio Tour.

291. To receive the County Councillor's Report

County Councillor P Hughes noted that he had nothing to report but welcomed any questions the Council may have.

Cllr JSV Rees thanked Cllr P Hughes for his help with the Bwrlwm Beca launch. Cllr P Hughes congratulated the Council and noted that they had done an excellent job with the launch and over the last 18 months to develop the project.

Enquiries were raised in relation to: i) the parking bay by the Factory Shop at Pentre Rd St Clears. Cllr P Hughes noted that they were currently waiting for the order to be processed and that it could take another 12 months. ii) the issue of the drains on Gothic Corner. iii) the issue of the pavement outside the Spar on Pentre Rd, St Clears. iv) the surfacing both ends of Peillac Way and also some issues around Gothic Corner. v) the road surface at Pontgoch in Bancyfelin noting that a local resident who is a wheelchair user finds it difficult to manoeuvre there. vi) the car park at St Clears and if any preparation was in place for the travelling community that may be passing St Clears in May.

292. To receive the Clerk's Report

1) Carmarthenshire County Council. The Clerk noted that no planning applications had been received since the last Planning & Communities Committee.

- i) Application for safe routes in Communities Grant. The Clerk noted that she has a pack available. Applications by **12 May 2014**.
- ii) Clean Up Carmarthenshire Campaign. Details of the scheme were provided to the Council.
- iii) Town and Community Assets Ownership. It was noted that Carmarthenshire County Council have started using the ePIMS system.

2) One Voice Wales

- i) Cllr K Major noted his intention to attend the Carmarthenshire Area Committee on 29th April.
- (ii) County Liaison Forum. It was noted that this meeting clashes with the Town Council meeting on 20 May, as has happened previously. It was agreed that it would be best to wait for the next occasion and that the Clerk would contact Carmarthenshire County Council to ask them to consider holding it on an alternative night to a Tuesday.
- iii) 'Local Government (Wales) Measure 2011 - Part 7: Communities and Community Councils. Guidance, including statutory guidance, to Principal Councils and Community and Town Councils in Wales'. A summary of responses to the consultation. The existence of the document was noted by the Council.
- iv) One Voice Wales and SLCC training event 15 May, Llandudno. It was agreed to ask for copies of papers from the event.

3) Welsh Government. Local Government (Wales) Measure 2009 (Amendment) Order 2014 - Consultation. The consultation was noted by Council.

4) Wales Audit Office - Attendance at the Asset Transfer Shared Learning

Event. It was noted that the Clerk and the incoming Clerk had attended the event on 3 April and that it had included some interesting elements for the work of the Council, particularly the presentation by One Voice Wales.

5) The Constitutional and Legislative Affairs Committee of the National Assembly for Wales. A consultation on making laws in the Fourth Assembly was noted by the Council.

6) The Electoral Commission - European Parliamentary Elections across Wales on 22 May. The information provided by the Electoral Commission was noted by Council.

7) Annual accounts prepared - scheduled meeting with internal auditor.

The Clerk confirmed that a meeting had been arranged for 24 April.

8) Annual audit. The Clerk noted that the annual audit date is 10 June, the accounts will be presented to Council on 20 May.

9) Insurance renewal - obtaining quotes. The Clerk noted that the policy ends at the beginning of June and that savings had already been made on the renewal price. Other quote(s) are being obtained for comparison.

10) Simon Hart MP. The Council noted the information about improving broadband speeds

11) Fields in Trust. Noted.

12) Picnic Bench & Seat. The installation of the bench in memory of Lynn Bowen was discussed by Council and the possibility of having a service / acknowledgement also. Cllr PJ Rogers proposed placing the bench by the first panel on Peillac Way due to links with his work to the Heritage Trail and also the school children's work is here also. Cllr LL ap T Davies seconded the motion.

RESOLVED that the bench be placed by the first panel on Peillac Way subject to the agreement of Lynn Bowen's family. Cllr CM Davies agreed to contact the family.

13) Website. It was noted that the next stage is to have the website translated and that a meeting with a lady from the community who has volunteered to translate the website will be held soon. Cllr RG Edwards congratulated the Clerk on the quality of the website.

14) Town Clock. It was confirmed that the clock was now showing the correct time but there were some issues with the maintenance of the clock which had been made obvious when trying to set it. A quote has been received for servicing the clock and a decision needs to be made.

293. To receive financial report

RESOLVED that the new accounting system developed by the Clerk be implemented and used to report to Council meetings.

294. To approve accounts for payment

i) The schedule of payments was approved by the Council and it was explained that a donation was made to WI and Merched y Wawr for the refreshments provided during the Bwrlwm Beca event.

Bank Reconciliation as at 22nd April 2014

Bank Account		£
Community Account		220.00
Business Saver Account		9,926.53
Business Rate Tracker Account		57,175.88
		67,322.41

Supplier	Cheque No.	£
Elfyn Williams - Salary Mar 2014	103427	130.19
Catrin Bradley - Salary Apr	103428	1,092.28
Helen Williams - Salary Apr	103429	1,265.54
Eagle Signs (Inv 6101)	103430	1,566.00
SWALEC (Christmas Lighting)	103431	65.27
Carmarthenshire County Council (Election 13/06/13)	103432	3,329.97
N& J James (craft stalls 02/14)	103433	200.00
J N Williams (Inv SI-611)	103434	100.00
Scottish Widows (CB Pension Apr 14)	103435	149.22
AEGON (HW Pension Apr 14)	103436	189.41
Catrin Bradley - Reimbursement *	103437	304.33
Elfyn Williams - Reimburement **	103438	51.31
Haystons Developments & Planning Ltd - Planning Application	103439	600.00
N& J James (craft stalls 04/14)	103440	979.79
Woodstone and Sons Ltd (Inv 037) - Picnic Tables & Benches	103441	1,060.00
C L Hussell (Inv 26) - Container storage hire Nov 13- Mar 14	103442	325.00
Proprint - Bwrlwm Beca Leaflets and Tickets	103443	80.00
Eagle Signs (Inv 6140) Bwrlwm Beca Banners & Leaflets & Post	103444	426.00
C A Leeds (WI) reimbursement - Bwrlwm Beca	103445	33.79
Beti-Wyn James (Merched y Wawr) reimbursement Bwrlwm Be	103446	10.23
WI - Donation for Bwrlwm Beca support	103447	50.00
Merched Y Wawr - Donation for Bwrlwm Beca support	103448	50.00
		12,058.33

ii) it was noted that a bill would be submitted for the hay bales provided for the event but rather than paying the supplier, they had requested that a donation be made to Côr y Felin.

iii) The previously submitted invoice by Carmarthenshire County Council for £57 to cover election costs had been issued in error and withdrawn.

iv) It was noted that the notice board in Bancyfelin needed to be replaced. It was agreed to review the notice boards in each district annually.

v) Concern was raised that the Clerk had paid out for materials in advance of the Bwrlwm Beca and had to wait for reimbursement. **RESOLVED that the next meeting of the Finance and General Purposes meeting will consider the provision of a credit card or other method of paying online.**

295. To receive reports of the Finance & Resources Committee meeting held on 1st April 2014.

Cllr RG Edwards clarified the arrangements for the Clerk handover. He expressed his thanks to Elfyn Williams and Catrin Bradley for the professionalism shown during a difficult transition period. Cllr Edwards also noted that the archive needed to be found a new home and that he will discuss the matter with the Gate.

Cllr PJ Rogers suggested that passwords should be shared so that electronic information can be accessed in the absence of the Clerk. Cllr RG Edwards confirmed that discussions were already happening around this matter.

Clarification was sought around the continuation of the Heritage Trail project. The Clerk (CB) noted that she envisaged that both grant projects will be completed in October with some elements earlier than that. **RESOLVED that Catrin Bradley be remunerated on the basis of actual hours worked from 1st June 2014 on processing grant funded project claims.**

296. To receive reports of the Environment Committee meeting held on 7th April.

Cllr PJ Rogers reiterated his thanks to everyone who had been part of the Bwrlwm Beca event or any part of the Heritage Trail project. He noted that he was in the process of creating a list of people to be acknowledged on the website.

It was noted that the Skate Park had been brought to the Council's attention due to chips in the surface which is making skating bumpy. It was agreed to put the matter on the agenda for the next Environment Committee.

It was agreed that the Best Garden Competition needs to be publicised soon.

297. To receive reports of the Planning and Communities Committee meeting held on 7th April 2014.

It was noted that representatives of Whitland Town Council had come to the meeting and another visit would be held in future.

No further work has been carried out to revise the CCTV provision but this will be looked at in the coming weeks.

298. Correspondence

A letter was received from Cllr LL ap T Davies enclosing a cheque with the £140.08 under spend from the Mayoral budget for 2012/13.

299. To decide on the transfer of the Trusteeship of Welfare Field

The amounts of money current received and spent on the Welfare Field were clarified. A discussion was had around the financial implications and possible benefits of the field and the matter was put to the vote. The Council were unanimous in favour. **RESOLVED that the Town Council accept the transfer of the**

trusteeship of the Welfare Field and make the necessary arrangements with the solicitor.

300. To consider the co-option of members to fill the two vacant seats for LlanfihangelAbercowin ward.

Members noted that no interest had been declared and it was agreed that the Council should continue to advertise. **RESOLVED that the notices of vacancies should be reissued.**

301. To consider arrangements for support for the new Town Clerk

Members were encouraged to meet with Emma Smith during the induction and handover period. Meetings had been arranged and handover sessions held in order to familiarise the new Clerk with the role. **RESOLVED that all committee chairs should meet with the Clerk to discuss committee business.**

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

Cllr JSV Rees noted that the Clerk(CB) and herself had attended a Welsh Government event titled 'National Conversation - the Wales we want'. It was noted that someone from the Welsh Government would be able to come to speak to Council about how to engage with the community. Cllr Rees noted she would be happy to attend the next Planning & Communities Committee to discuss further.

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

Cllr JSV Rees thanked everyone for their support during an extraordinary year and noted that Council had come through it well with the support of the Clerks, Elfyn Williams and Catrin Bradley.

The Mayor noted that she had attended a school assembly in Ysgol Griffith Jones, the Bwrlwm Beca launch event and the Easter bonnet parade at Ysgol Griffith Jones. Cllr Rees had also attended the Dyffryn Taf awards and had supported the Design & Tech award. The Mayor had also helped pupils at Ysgol Griffiths Jones to place a time capsule in the ground which will be opened in 6 years. The Mayor had also been speaking to Radio Cymru about the opening of the new bypass.

304. To elect a Deputy Town Mayor 2014/15 Civic Year.

Cllr LL ap T Davies nominated Cllr PJ Rogers who gratefully declined the offer but went on to nominate Cllr CM Davies and was seconded by Cllr K Major. Cllr CM Davies accepted the nomination and was congratulated. **RESOLVED Cllr CM Davies was elected Deputy Town Mayor for the Civic Year 2014/15.**

305. To consider any matters appertaining to the Town Council's Annual Meeting to be held on 16th May 2014.

RESOLVED i) that the Town Council's annual meeting will be held on 16 May 2014. ii) that the Awards night be held on 6 May 2014 at Ysgol Griffith Jones.

306. To receive feedback from the 'Residents Drop-In Session' held prior to the meeting. RESOLVED that the Clerk (ES) should contact the resident who e-mailed the council about the path at the end of Peillac Way and other matters

should be e-mailed to inform her that the Council had discussed the matters at the meeting.

307. Any other business (exchange of information only)

i) The Mayor making ceremony will be held on 16th May in Bancyfelin with the Civic Ceremony being held on 8 June in St Clears, afternoon tea at Ysgol Griffith Jones will follow.

ii) The Coastal Footpath signs will be replaced and that St Clears in the 2nd tranche.

iii) It was noted that the new children's play area in Meidrim was a good example and something similar is needed in Bancyfelin.

Meeting terminated at 21.41

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 7th April 2014 at 6.00pm

Present: Councillors KA Major, CM Davies, RG Edwards, L LapT Davies, Mrs C Ingleton and Emma Smith Clerk elect.

In the chair: Councillor CM Davies

- 1. Apologies**
Apologies for absence were received from Councillors JSV Rees and H Witt and County Councillor PM Hughes.
- 2. Declarations of Interest**
No declarations of interest were recorded.
- 3. Projects & Events Development Co-ordinator Partnership Project Progress Report**
The Deputy Mayor welcomed six members of Whitland Town Council to the meeting and Helen Williams presented the project priorities. It was agreed that by both sets of Council members that it was too early in the project to determine whether the project was successful. Progress to date was positive and future collaboration on such initiatives was supported.
- 4. Planning Applications**
W/29840 – construction of house at Neuadd Deg, Salem Road
W/29839 – Bancyfelin Informational Sign (Heritage Panel)
W/29628 – Install 4 Lighting Columns for Training Lights. St Clears R.F.C. Ysgol Griffith Jones, Lon Hafren, Station Rd, St Clears. **Granted.**
- 5. CCTV**
It was noted that a quote had been received from CDS for a new DVR at £5,980 and two new cameras at a cost of £5000.
RECOMMENDED to obtain a further quote based on purchasing a new system and a further quote for the maintenance of the system.
- 6. Community Events Chest**
No applications received.
- 7. Agree dates for future meetings of the committee**
2nd June 2014
- 8. Any other business (exchange of information only)**
Noted that members should be aware that on planning application consultations there is no distinction between supporter/objector on the forms. Query in relation to the change of use of the Hair Salon on Pentre Road.

Meeting closed 7.35pm

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 7th April 2014 at 7.30pm

Present: Councillors Dr WEVJ Davies, CM Davies, PJ Rogers, LLapT Davies, P Lanc and Emma Smith Clerk elect.

In the chair: Councillor PJ Rogers

- 9. Apologies**
Apologies for absence were received from Councillors JSV Rees and DR Phillips and County Councillor PM Hughes.
- 10. Declarations of Interest**
None.
- 11. Matters arising from minutes of meeting 3rd March 2014**
There were no matters arising.
- 12. To receive financial budget update**
Members were provided with information relating to the expenditure for the period 1st April 2013 to 31st March 2014 for the Environment Committee allocated budget headings.
- 13. To receive an update regarding the Heritage Panels Project**
The Chair stated that the installation of the Heritage Panels was almost complete with only the two at Bancybeili remaining. The arrangements for the Bwrlwm Beca event were progressing well. The leaflet had been printed and the audio trail had been recorded.
- 14. To receive an update regarding the inspections of the Skateboard and Play Areas**
It was noted that no further inspection reports had been received.
- 15. To consider 2014/15 Ground Maintenance contract**
Following delegation of power by the Town Council to the Chair of Council, Chair of Environment Committee and the Town Clerk, two tenders were received and assessed. One tender was not considered as the submission did not include all the required information. The contract was awarded to J Williams, quoted £4,200 excluding VAT.
- 16. To consider 2014/15 planting & hanging baskets contract**
Based on the quote received for £705 per planting received from Wrenvale Nurseries, the contract has been awarded.

17. Best Garden Competition 2014/15

RECOMMEND to publicise the competition with posters, press publicity and website. Application Form to be complied with a closing date of 2nd June, to be obtained from the Gate, Keith Hopkins shop, Clerk and website. Gardens to be judged by independent judges not from St Clears in second week of July. Cash prizes to be given. Categories:

- 1. Best Commercial Premises Garden**
- 2. Best Flower Garden**
- 3. Best Landscape Garden**
- 4. Best Hanging Basket**
- 5. Best Veg Container**
- 6. Best Overall Champion Garden**

It was suggested to link with the Gardening Club.

18. Review of litter bins

RECOMMENDED to contact Mike Roberts to highlight the bins which are not being emptied.

19. Any other Business (exchange of information only)

All to be included on next agenda:

- i. Treatment of Rebecca Statue
- ii. Guide Hut
- iii. Cars on the Quay
- iv. Peillac Way sign
- v. Shed for school
- vi. Himalayan Balsam
- vii. Carmarthenshire Biodiversity Action Plan

Meeting closed 8.50pm

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 1st April 2014 at 6.00pm

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

In the chair: Councillor RG Edwards

20. Apologies

Apologies were received from Councillors CM Davies and DR Phillips.

21. Declarations of Interest

None.

22. To receive financial budget update

Members were provided with information relating to the expenditure for the period 1st April 2013 to 31st March 2014 for the Finance & Resources Committee allocated budget headings.

23. To approve accounts for payment

It was reported that the Bank Reconciliation as at 1st April 2014 was as follows:

Bank Account		£
Community Account		450.00
Business Saver Account		10,325.53
Business Rate Tracker Account		57,175.88
		67,951.41

RECOMMENDED that the following payments be presented for approval by the Town Council

Supplier	Cheque No.	£
Elfyn Williams - Salary Mar 2014 (est)	103427	500.00
Catrin Bradley - Salary Apr	103428	1,092.28
Helen Williams - Salary Apr	103429	1,265.54
Eagle Signs (Inv 6101)	103430	1,566.00
SWALEC (Christmas Lighting)	103431	65.27
Carmarthenshire County Council (Election 25/07/13)	103432	57.45
N& J James (craft stalls 02/14)	103433	200.00
J N Williams (Inv SI-611)	103434	100.00
Scottish Widows (CB Pension Apr 14)	103435	149.22
AEGON (HW Pension Apr 14)	103436	189.41
		5,185.17

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

RECOMMENDED to query Carmarthenshire County Council invoice in relation to the election expenses.

24. Programme of induction & handover for New Clerk

It was noted that the new Town Clerk, Emma Smith would commence employment on 14th April following receipt of references and acceptance of offer of employment. Catrin Bradley would continue to support the new clerk until the end of May 2014, and would be available to administer the remaining grant financial claims, reports and audit requirements for the Heritage Panel project and the Projects & Events Developments Co-ordinator.

Elfyn Williams stated that he would also be available to support the induction of the new Clerk as appropriate.

RECOMMENDED to

- i) discuss at next Town Council meeting the requirements and arrangements for support for the new Clerk.**
- ii) for new Clerk to meet with Chairs of Committees**
- iii) appraisal process to be established**
- iv) purchase two steel cabinets for files**
- v) sort remaining archive files**

25. To consider Draft Contract for New Clerk

RECOMMENDED that the draft contract be reviewed at next Committee meeting and that the committee have delegated power to approve the contract. Members are invited to view and comment on the Contract if they wish.

26. To consider new employment policies

RECOMMENDED that the draft Equal Opportunities; Disciplinary Procedure; Grievance Procedure; and Sickness Absence Policy be reviewed at next Committee meeting and that the committee have delegated power to approve the policies. Members are invited to view and comment on the Contract if they wish.

RECOMMENDED that the new Clerk looks at all Council Policies for review in the new Civic year.

- 27. Agree dates for future meetings of the committee**
RESOLVED that the meeting of the Finance & General Purposes Committee be held on 3rd June 2014.

- 28. 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 7.25 pm.

