

St Clears Town Council

Minutes of the meeting of the Town Council held in the Cynin Room, Carmarthenshire Centre for Crafts, Pentre Road, St Clears on Tuesday 11th October 2011 at 7.30pm

Present:

Councillors: T W Brown, C M Davies, L L ap T Davies, Dr W E V J Davies, R G Edwards, E H Eynon, C J Jenkins, P J Rogers, Mrs L M Owen and Mrs J S V Rees.

Also present one member of the public.

In the Chair - Councillor C M Davies (Town Mayor).

83. Apologies

Apologies were received from Councillors B J Jenkins, K A Major and S J Runnett. County Councillor P M Hughes had also tendered his apologies.

84. Dyfed Powys Police

The Town Mayor welcomed to the meeting PCSO Leighton Tipping.

He reported that there had been no serious policing issues in the area since the last meeting of the Town Council and confirmed that arrangements were being made for police presence at the Fireworks Display and Winter Carnival events.

Councillor R G Edwards referred to a car accident at Bancyfelin the previous week due to muddy road conditions and the need to raise public awareness relating to the danger of muddy roads. He added that a petition was being arranged locally as a result of the incident. In response to an enquiry PCSO L Tipping advised that the responsibility for the cleaning of the road rests with the person who caused the problem.

Councillor R G Edwards also requested an increase in police patrols in Bancyfelin.

Councillor L L ap T Davies enquired regarding a recent survey undertaken by the Police in Bancyfelin. PCSO L Tipping reported that issues raised in discussion with members of public would be prioritised and placed on the Dyfed Powys Police Website

Prior to his departure the Town Mayor thanked PCSO L Tipping for his attendance.

85. Question from Member of the Public

In response to an enquiry from Mr J Narbett regarding the fencing of the wicket gates near Banc y Bailey Recreation Ground the Town Mayor reported that the matter would be discussed at a later stage of the meeting.

86. Personal Matters

i) It was reported that Mrs Bronwen Phillips, wife of Mr David Phillips had passed away recently. Mr Phillips was a past Town Mayor who had served on the Town Council for a number of years.

ii) Councillor Mrs J S V Rees referred to the recent death of Mrs Fioled Jones' husband. Mrs Jones was the Chairman of the County Council during Councillor Rees' term as Town Mayor and had been very supportive of the Town Council.

RESOLVED that messages of sympathy be sent to both families.

iii) Councillor Dr W E V J Davies referred to two local rugby players, Mr Michael Phillips and Mr Jonathan Davies who would be representing Wales at the 2011 Rugby World Cup semi finals against France on Saturday 15th October 2011.

RESOLVED that good luck messages via Twitter be sent to both players.

87. Declarations of Interest

No declaration of interest was recorded at this stage of the meeting.

88. Minutes

RESOLVED that the minutes of the Town Council meeting held on 27th September 2011 be confirmed and signed as a true record.

89. Matters Arising

i) Ffordd Peillac Way

The Clerk reported that the County Council had advised that:

a) as Ffordd Peillac Way did not at present fall within the current designations under the Dog Fouling of Land Act 1996 the Enforcement Officers were unable to take direct enforcement action to deal with the problem of irresponsible dog ownership. However it was intended to undertake some promotional activities in the area highlighting the issues.

b) a meeting was due to take place in late October to look at the possibility of the route being officially designated as a cycleway.

RESOLVED that the matter be placed on the Agenda of the next meeting of the Environment Committee.

ii) 71 (ii1) Planting of Daffodils

The Clerk reported on discussions with the South Wales Trunk road Agency regarding the matter. SWTRA would have no objection to the planting of daffodils on the Roundabout at the Little Chef – the daffodils however would need to be of the ‘Tenby’ variety and the planting would need to be undertaken by SWTRA staff.

RESOLVED that as the as the ‘Tenby daffodil’ variety was in short supply the Town Council place an order now for next year.

iii) 82 (i) Welsh Baccalaureate – Request from Pupils to Undertake Community Work

Councillor P J Rogers reported that he had discussed the matter with staff at Dyffryn Taf School, Whitland and had made arrangements to discuss the matter with staff at Ysgol Bro Myrddin, Carmarthen.

Following a proposal by Councillor L L ap T Davies it was

RESOLVED that the matter be discussed also with staff at Q E High School, Carmarthen as a number of pupils in the Town Council area attended that school.

iv) 82 (iii) Youth Members

The Clerk reported on discussion with the One Voice Wales regarding the proposal. There was reference to the appointment of youth representatives in the proposed Local Government (Wales) Measure 2011.

It had been suggested that the Town Council initially establish a Working Group/Sub-Committee to discuss the matter with local youths to ascertain their views.

The Town Mayor and Councillor Mrs J S V Rees reported that they were currently making arrangements to meet with the local youth via the MOBI Bus and would discuss the matter with the youth and report back.

90. County Councillor's Report

The Town Mayor reported that County Councillor P M Hughes had requested that the following matters be drawn to the Town Council's attention.

i) Fencing of Wicket Gates at Banc y Bailey

The wicket gates near Banc y Bailey Recreation Ground had been fenced thus precluding access for disabled persons. The fencing had previously been removed but had recently been reinstated.

RESOLVED that the matter be referred to the County Council.

ii) Ownership of Path to the Rear of Banc y Bailey

Councillor T W Brown reported that it was believed that the land was in the ownership of the Juvenile Sports Committee who were currently checking their deeds.

RESOLVED that the matter be referred to the Environment Committee.

iii) Ffordd Peillac Way – Provision of Benches

Following an enquiry from Councillor P J Rogers members were advised that County Councillor P M Hughes had reported that the proposed benches would be provided in the next 2/3 weeks.

91. Clerk's Report

i) Carmarthenshire County Council

a) Request received for permission for use of the Car Park in Pentre Road for the Fair week commencing 10th October 2011.

It was reported that following discussion with the Town Mayor the Town Council offer no objection to the request.

RESOLVED that the Clerk's action be approved.

b) Information that the MOBI Youth Bus visits St Clears every Monday evening from 6.30pm to 7.30 pm together with an invitation for Members to visit and meet the MOBI team to discuss the promotion of the project.

Following a proposal by Councillor L L ap T Davies it was

RESOLVED that a request be made for the MOBI Youth Bus to visit Banc y Felin also.

c) Application form for consent to erect seasonal decorations.

It was noted that the form had been completed and returned.

ii) West Wales European Centre

Information relating to RDP Sir Gar Grants Open Day at the Craft Centre on Friday 7th October 2011.

iii) One Voice Wales

Receipt of the Autumn 2011 edition of Y Llais/The Voice (OVW Journal) together with covering letter.

iv) Society of Local Council Clerks

Receipt of Branch Newsletter and Notice of Branch meeting to be held on Saturday 29th October 2011.

v) Hywel Dda Community Health Council

Chief Medical Officer for Wales – Annual Report 2010

vi) Queen's Diamond Jubilee Beacons

Official Guide to taking part

vii) Fairtrade Wales

Information regarding

- a) Video linking training programme
- b) Fairtrade Foundation Supporter Conference 15th October

viii) Sustainable.gov.co.uk

Efficient Public Service Newsletters

92. Special Projects Committee

Councillor E H Eynon reported on a meeting of the Special Projects Committee held on 3rd October 2011 and provided members with detailed information relating to arrangements for both the 2011 Fireworks Display and Winter Carnival/Christmas Lights Switch On.

RESOLVED that

i) the Report of the Special Projects Committee meeting held on 3rd October 2011 be accepted and the recommendations approved (Appendix A attached).

The Town Mayor on behalf of members congratulated and thanked Councillor E H Eynon and the Special Projects Committee for the meticulous arrangements relating to both events.

93 Finance Committee

Councillor R G Edwards reported on a meeting of the Finance Committee held on 4th October 2011. He also reminded members of the other committees to embrace comments made by members of the public when preparing their budgets.

i) RESOLVED that the Report of the Finance Committee meeting held on 4th October 2011 be accepted and the recommendations approved (Appendix B attached).

ii) RESOLVED that the following supplementary schedule of payments be approved:

- 102984 Taf Building Supplies LLP - £16.68 – Cable Ties
- 102985 W3 Web Designs Ltd - £60.00 – Updating of website
- 102986 J Parker Dutch Bulbs WS Ltd - £252.00 – Daffodil bulbs - Reimburse N and J James

94. P R Sub Committee

It was reported that the PR Sub-Committee arranged for 10th October 2011 did not take place due to the unavailability of two members.

95. Food and Craft Market

The Clerk reported on a meeting held on 29th September 2011 regarding the market when various suggestions had been discussed to attract more traders and increase footfall.

It had been agreed that the Markets up to the end of the year be held on Saturdays as it was believed that there was a greater footfall in St Clears on Saturday mornings. It had also been agreed that local traders be requested to arrange something for each Market day.

RESOLVED that the report be approved.

96. Correspondence

The Clerk reported that a request had been received from ITV Wales requesting information relating to expenditure incurred by the Town Council on the translation of written material between English and Welsh, the provision of instantaneous translation facilities at meetings

etc and whether the Town Council had ever carried out an assessment of the use made of the Welsh versions.

RESOLVED that a suitable response be made to the request advising that the Town Council had not incurred any costs relating to translation as the work was undertaken by the Clerk.

97. Reports of Members' Attendance at Meetings of Outside Bodies etc

i) Councillors L L ap T Davies and Mrs J S V Rees reported on their attendance at the Menter Gorllewin Sir Gar AGM

ii) Councillor L L ap T Davies and the Clerk reported on their attendance at the RDP Cluster Meeting at Llety Cynin, St Clears.

It had been agreed at the meeting that 3 Working Groups be established – Promotion and Communication; Heritage Trails and Festivals/Special Events.

Councillor L L ap T Davies had already volunteered to become a member of the Festival/Special Events Working Group.

Councillors P J Rogers and Mrs J S V Rees indicated their interest in becoming members of the Heritage Trails Working Group.

iii) Councillor L L ap T Davies and the Clerk reported on their attendance at the RDP Sir Gar Grants Open Day at the Craft Centre on Friday 7th October 2011.

iv) Councillor Mrs J S V Rees reported on a recent meeting of the Twinning Association and advised that arrangements were in hand to visit Peillac from 10th to 15th April 2011.

v) Councillor R G Edwards reported on a meeting of the Bancyfelin Village Hall Committee.

vi) Councillor T W Brown reported that he had attended the 2nd St Clears Scout Group AGM.

vii) The Clerk reported that Councillors K A Major and S J Runnett had attended the One Voice Wales Conference and AGM on 8th October and would report on the event at the November meeting of the Town Council.

98. Town Mayor's Report

The Town Mayor reported on civic events and engagements attended since the last monthly meeting.

99. Allocation of Duties for Fireworks Display and Winter Carnival/Christmas Lights Switch On

RESOLVED that members contact Councillor E H Eynon by Monday 31st October regarding their specific duties for the above events.

100. Appointment of Training Champion

In response to the request from One Voice Wales it was

RESOLVED that Councillor Mrs J S V Rees be appointed the Town Council's Training Champion.

101. 2011 Carmarthenshire Sports Personality Awards

Following a proposal from Councillor L L ap T Davies it was

RESOLVED that:

i) as the closing date for nominations was at the end of November the Town Council's nominations be delayed until after the Rugby World Cup

ii) the item be included on the Agenda for the November monthly meeting.

102. The Queen's Diamond Jubilee 2012

i) Members were advised on the contents of a communication received from a local resident regarding the arrangement of an event to celebrate the occasion.

RESOLVED that the communication be noted

ii) The Clerk reported on enquiries made regarding the purchase of celebratory mugs and also referred to the receipt of correspondence relating to the Official Guide regarding the lighting of a series of beacons to celebrate the event.

Following a discussion it was

RESOLVED that the item be referred to the Special Projects Committee.

103. Town Council Achievements since May 2008.

Members were advised that a couple of additional items had been added to the Report relating to initiatives/projects undertaken since the last local elections in May 2008.

RESOLVED that

i) a copy of the revised report be circulated to members

ii) the report be considered on a quarterly basis and included on the Agenda of the January 2012 monthly meeting.

104. Any Other Business

i) The Town Mayor reported that a request had been received for the Town Council to hold one of the monthly meetings at Bancyfelin again.

RESOLVED that the Clerk enquire with the Booking Secretary of the Bancyfelin Hall regarding a suitable date.

ii) The Town Mayor reported for information that together with County Councillor P M Hughes they would be holding a joint Surgery in the Craft Centre, St Clears on Saturday 12th November 2011.

iii) Appeals Sub-Committee

RESOLVED that in view of the confidential nature of the following item to be discussed it was advisable that the public and press be excluded.

iv) Appeals Sub-Committee

The Clerk reported on the contents of a further E-Mail received following an invitation by the Appeals Sub-Committee to a complainant to meet with them to discuss the complaint.

Following a discussion it was

RESOLVED that the comments be noted and that the Appeals Sub-Committee should go ahead. Minutes relating to the findings of the Appeals Sub-Committee would be recorded by the Clerk who is independent and is not a member of the Town Council and the findings would be relayed to the complainant in due course.

Meeting terminated at 9.55pm

St Clears Town Council

Minutes of a Meeting of the Special Projects Committee held in the Carmarthenshire Centre for Crafts, Pentre Road, St Clears on Monday 3rd October 2011 at 5.00 pm.

Present: Councillors: T W Brown, E H Eynon and C J Jenkins
In the Chair Councillor E H Eynon.

Apologies

Apologies were received from Councillor C M Davies (Town Mayor).

Declarations of Interest

There were no declarations of interest.

2011 Fireworks Display

The Chairman provided Members with a detailed update regarding the arrangements for this year's Fireworks Display.

It was reported that arrangements had been made for the transportation, erection and removal of the marquees, the setting out of the crowd control barriers, the preparation of the bonfire, extinguishing it and the clearing of the site following the event

Following a discussion it was agreed that:

- the event commence at 7.00pm
- entry charge to be £2.00 per adult with free entry for children up to 11 years of age
- arrangements be made to print tickets for selling in advance of the event

2011 Winter Carnival/Christmas Lights Switch On

The Chairman provided Members with a detailed update regarding the arrangements for this year's Winter Carnival/Christmas Lights Switch On.

i) Christmas Lights Display

The Clerk reported that he had now received a quotation for the installation of the Christmas Lights Display and subject to approval by the Finance Committee would be arranging their installation.

Following a discussion it was agreed to recommend not to extend the Christmas Lights Display by installing LED lights in the trees at the Wembley Gardens turning area.

It was agreed however to recommend that that the Town Council investigate the possibility of installing coloured floodlights to light up the trees in this area.

It was noted that arrangements were in hand for the provision of the Christmas Trees at Pwlltrap and the Old Market Square.

ii) General Arrangements

It was noted that arrangements were in place for the transportation, erection and removal of the marquees and the setting out of the crowd control barriers

The Chairman reported that arrangements had been made, as previously discussed, for the hire of a band and staging to provide entertainment

In discussion it was agreed to revise the proposed timings for the events following comments received.

It was also noted that Santa's sleigh needed to be checked prior to the event.

iii) Winter Carnival

It was agreed that the following prizes be awarded:

- Winning Float prize - £250.00 plus Huwi Saer Memorial Shield
- All qualifying Float entries to receive £50.00
- Best Dressed Group on foot (minimum of 5 people) - £50.00
- Best dressed character on foot - £25.00

It was also agreed to recommend that this year the Town Mayor switch on the Christmas Lights Display and select the Best Float etc

It was noted that the combined total estimated cost of this year's Fireworks Display and Winter Carnival/Christmas Lights Switch On would exceed the budget allocation for the events.

It was agreed therefore to request the Finance Committee to consider the virement of a portion of the budget allocation for the Easter Eggstravaganza event to support the Fireworks Display and Winter Carnival.

2012/13 Budget

Members considered the Committee's budgetary requirements in the 2012/13 financial year. Following a discussion a draft budget was agreed to be confirmed at the next meeting of the Special Projects Committee prior to submission for consideration by the Finance Committee.

Town Council Website

The Chairman provided an update with regard to the ongoing development of the Website. It was agreed to recommend that arrangements be made for two local organisations to pilot website pages on the Town Council website.

It was noted that arrangements were being made for the PR Sub-Committee to meet the following week to discuss the updating of the website.

It was agreed that the next meeting of the Special Projects Committee be held on Monday 31st October 2011 at 5.00pm.

Meeting terminated at 6.55pm

St Clears Town Council

Minutes of a meeting of the Finance Committee held in the Carmarthenshire Centre for Crafts, Pentre Road, St Clears on Tuesday 4th October 2011 at 7.00 pm.

Present: Councillors: R G Edwards, E H Eynon, B J Jenkins, K A Major and P J Rogers.

In the Chair Councillor R G Edwards.

The Chair welcomed Councillor P J Rogers to his first meeting as a member of the Finance Committee.

Apologies

Apologies were received from Councillor C M Davies (Town Mayor).

Declarations of Interest

No declarations of interest were recorded.

Budget Monitoring

The Clerk circulated details of income and expenditure for the period 1st April to 30th September 2011 together with copies of bank statements and bank reconciliation statement for the period.

The Clerk reported that he had received a quotation for the installation of this year's Christmas Lights Display.

It was noted that the cost of the work was slightly in excess of the budget allocation. It was agreed to recommend that the quotation be accepted.

Councillor E H Eynon reported that the combined total estimated cost of this year's Fireworks Display and Winter Carnival/Christmas Lights Switch On would exceed the budget allocation for the events.

The Special Projects Committee were therefore requesting that a portion of the budget allocation for the Easter Eggstravaganza event be utilised to support the Fireworks Display and Winter Carnival/Christmas Lights Switch On events.

Following a discussion it was agreed to recommend to accede to the request and that the Special Projects Committee be allowed to vire up to £3,000 from the Easter Eggstravaganza budget allocation to the Fireworks Display and Winter Carnival/Christmas Lights Switch On allocation.

Partnership Agreement- Carmarthenshire County Council

It was agreed to recommend that the Cleaner/Handyperson's hourly rate be increased from £5.93 to £6.08 per hour with effect from 1st October 2011 in accordance with the National Minimum Wage.

Payments

It was agreed to recommend that the following accounts be approved for payment:

- 102974 Y Cardi Bach - £100.00 – Financial assistance
(as agreed at Town Council meeting 27.9.11)
- 102975 Cylch Meithrin Bancyfelin - £200.00 – Financial assistance
(as agreed at Town Council meeting 27.9.11)
- 102976 2nd St Clears Scout Group - £50.00 Financial assistance
(as agreed at Town Council meeting 27.9.11)
- 102977 St Clears Community Association - £150.00 – Financial assistance
(as agreed at Town Council meeting 27.9.11)
- 102978 L L ap T Davies - £54.27 - Reimbursement of expenses re: attendance at Llandovery Sheep Festival 2011 (as agreed at Town Council meeting 27.9.11)
- 102979 Keith Jenkins – £182.40
(£72.96 – De-littering Car Park etc October 2011.
£109.44 – De-littering Skateboarding Area and Children’s Play Area September 2011)
- 102980 Lynn Bowen - £886.18 – Clerk’s Salary October 2011.
- 102981 Keith Jenkins - £130.00 – Erection and Collection of Market Stalls – 9.9.11, 10.9.11 and 23.9.11.
- 102982 N and J James - £150.00– Erection and Collection of Market Stalls – 9.9.11, 10.9.11 and 23.9.11.
- 102983 H I Bowen - £120.00 – Internal Audit fee

2012/13 Budget

Members discussed the Finance Committee's budgetary requirements in the 2012/13 financial year.

It was agreed that the Committee's budget be finalised at the November meeting following the receipt of the other Committees’ budgetary requirements.

In discussion it was agreed to recommend a review of the Clerk’s contracted hours of employment bearing in mind the accumulation of additional work since his appointment.

The Clerk reported on discussions with County Council officers relating to the possibility of obtaining grant aid for the appointment of a part time temporary Projects/Events and Development Co-ordinator. If the project was approved the Town Council would be responsible for 20% of the costs which would need to be included in the 2012/13 budget.

It was agreed to recommend that the matter be referred to the Policy Committee for consideration.

Request for Financial Assistance

It was reported that since the last meeting a request for financial assistance had been received from the Carmarthenshire Association of YFCs.

It was agreed that the request be considered along with others at the January meeting of the Finance Committee

It was agreed that the next meeting of the Finance Committee be held on Thursday evening 3rd November 2011.

Meeting terminated at 8.40pm.