

## St Clears Town Council

### Minutes of the meeting of the Town Council held in Meeting Room 1, Y Gât/The Gate, Pentre Road, St Clears on Tuesday 14th February 2012 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, C J Jenkins, K A Major, P J Rogers, S J Runnett, Mrs L M Owen and Mrs J S V Rees.

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

#### **154. Apologies**

Apologies were received from Councillors B J Jenkins and E H Eynon

Apologies were also received from County Councillor P M Hughes who was currently indisposed.

#### **155. Proposed Projects and Events Development Co-ordinator Post**

The Town Mayor welcomed and introduced Mr Ian Jones, Head of Leisure, Carmarthenshire County Council.

Mr Jones outlined the background to the proposal following concerns raised by the Town Council regarding the future of the St Clears Leisure Centre.

He reported that due to the lack of finance there was currently no funding at County Council level to develop Leisure services further.

He referred to previous discussions with representatives of the Town Council regarding the possibility of submitting a bid to the Rural Development Programme for the funding of a Projects and Events Development Co-ordinator post in the St Clears Town Council area. Following discussions with RDP Officers there was a possibility of funding being made available for a 12 month pilot scheme.

Mr Jones reported that Sports Wales were also prepared to contribute towards the funding of the post.

He provided information regarding the proposed post holder's duties and outcomes and circulated a draft Job profile relating to the post. It was noted that it was hoped that the post would become self sustainable following the pilot scheme.

He reported that the County Council could not apply for the grant and the application therefore would need to be submitted by the Town Council and if successful the post holder would be employed by the Town Council. Staff from the County Council however would be prepared to assist with the appointment and the post holder could be accommodated in Y Gât/The Gate.

Mr Jones reported that if the project was successful the County Council would be looking at replicating the scheme in other areas who had already expressed an interest.

In response to an enquiry from Councillor K A Major Mr Jones reported that he was not in a position to give any assurances that any increased income for the Leisure Centre/Y Gât/The Gate as a result of the project could be utilised to assist with the funding of the post in successive years.

**RESOLVED unanimously that the Town Council support the proposal in principle for the submission of an application for RDP grant for the employment of Projects and Events Development Co-ordinator post in the St Clears Town Council area.**

Prior to his departure the Town Mayor thanked Mr Ian Jones for his attendance.

#### **156. Personal Matters**

i) The Town Mayor congratulated Councillor L L ap T Davies on his 60<sup>th</sup> birthday.

ii) The Town Mayor reported that County Councillor P M Hughes was recovering following his recent hospitalisation.

**RESOLVED that the Town Mayor convey the Town Council's best wishes for a speedy recovery to County Councillor P M Hughes.**

#### **157. Declarations of Interest**

i) Councillor K A Major declared his interest in Planning Application Ref W/26059 as the proposed development was on his land and the applicant was his son.

ii) Councillor C J Jenkins declared his interest in the item concerning the proposed Projects and Events Development Co-ordinator Post as Chairman of the St Clears Athletic Association.

The Clerk also declared his interest in this item as Hon Secretary of the St Clears Athletic Association.

#### **158. Minutes**

**RESOLVED that the minutes of the Town Council meeting held on 10<sup>th</sup> January 2012 be confirmed and signed as a true record.**

#### **159. Matters Arising**

i) 82 Telephone Kiosks

The Clerk reported on a response from British Telecom regarding the red telephone kiosks. It was noted that the four telephone kiosks were still operational.

**RESOLVED that British Telecom's attention be drawn to the poor condition of the telephone kiosks with a request that they make arrangements for their re-painting**

ii) 106 Carmarthen Journal

In response to an enquiry from Councillor Dr W E V J Davies the Clerk reported that he had not received a formal response from the Editor of the Carmarthen Journal.

iii) 139 (iv) Condition of Road Leading to Wenallt Bancyfelin

The Clerk reported on a response from the County Council.

It was noted that residents at this location had been informed by the County Council that both the access to Wenallt and the housing estate were private and therefore the County Council was not responsible for their maintenance.

iv) 155 (ii) Overhanging Tree Branches

Members were informed that the County Council had advised that the responsibility for trees lies with the respective landowners and that the County Council had powers to enforce landowners to undertake works relating to the removal of overhanging branches.

**RESOLVED that the County Council's attention be drawn to the trees on the St Clears to Meidrim Road and to ascertain in the event of an accident who is responsible.**

## **160. Clerk's Report**

### **i) Welsh Government**

a) Copies of the following Orders relating to the proposed St Clears to Pembroke Dock Trunk Road (A477) improvements

- The St Clears to Pembroke Dock Trunk Road (A477) (St Clears – Red Roses Improvement and De-Trunking) Order 2012
- The St Clears to Pembroke Dock Trunk Road (A477) (St Clears – Red Roses Improvement Side Roads) Order 2012
- February 2012 Newsletter regarding the Project from the Public Liaison Officer

b) Consultation relating to the proposal to move the date of the local Government elections in Wales by one year from May 2016 to May 2017

c) Business Newsletters

### **ii) Carmarthenshire County Council**

a) Receipt of the County Council's revised Customer Complaints and Compliments Booklet 'Have Your Say'

b) Information relating to Community Broadband Event to be held at the Botanical Gardens on 29<sup>th</sup> February 2012 - 1.00pm to 3.00pm

### **West Wales European Centre**

Information regarding

a) Community Grants Funding afternoon – Thursday 16<sup>th</sup> February 2012 at Carmarthen Library - 10.30 – 3.30

b) Carmarthenshire County Funding Fair – Wednesday 22<sup>nd</sup> February 2012 at the Scarlets Stadium, Llanelli.

### **Carmarthenshire Tourist Association**

a) Information regarding the next meeting of the West Tourism Cluster Meeting to be held on Tuesday 28<sup>th</sup> February 2012 at Jabajak, Whitland at 6.00pm

b) Details of training courses

c) Newsletters

### **iii) One Voice Wales**

a) Information relating to

- Current Training Courses
- Response to Welsh Government regarding Local Government Byelaws (Wales) Bill
- Weblink relating to the latest edition of Ombudsman's Casebook
- CCW External Funding Newsletter
- Questionnaire, for completion by Clerks, regarding use of IT and Internet by the Town Council

b) Request that any observations regarding the Welsh Government proposals to change the date of the Local Government Elections in Wales be channelled through One Voice Wales

### **iv) Society of Local Council Clerks (SLCC)**

- Information regarding SLCC Continuous Professional Development (CPD) Courses

- Newsletter and Branch Newsletter.

**v) Hywel Dda Health Board**

Information regarding its future planning of health services in the area – ‘Your Health Your Future’ including a copy of the Listening and Engagement Discussion Document and questionnaire.

**vi) Dyfed Powys Crime Prevention Trust**

Copy of the Bobby Van Scheme Annual Report.

**vii) Countryside Council for Wales**

a) Notice of the ten yearly review of maps of open access to mountain, moor, heath, downland and registered commonland in Wales.

Review process to commence on 16<sup>th</sup> July when CCW will issue draft maps of open country and common land. Representations about the maps will be accepted until 23<sup>rd</sup> November 2012. Draft provisional map will be released on 7<sup>th</sup> August 2013 and on conclusion of the appeal process a new conclusive map will be issued in September 2014.

Members are requested to assist in raising awareness of the review.

**RESOLVED that a copy of the letter be forwarded to the Recorder of the St Clears Town Trust.**

b) Funding Newsletter – February/March 2012.

**viii) Opt for Life Cymru**

Kidney Wales Foundation, jointly with other charities have launched the Opt for Life campaign with the aim of supporting the Welsh Government’s change in legislation on Organ Donation in Wales.

Receipt of Information pack with a copy of the Welsh Government’s White Paper on Organ and Tissue Donation, Question and Answer Document on Opt Out together with a Response Letter supporting the proposals.

**ix) Fairtrade Wales** - Information relating to Fairtrade issues.

**x) Keep Wales Tidy** – Newsletter

**xi) Sustainablegov.co.uk** – Newsletters

**xii) Public Service Management Wales**

Information regarding 2012 Summer School to be held 25<sup>th</sup> – 29<sup>th</sup> June 2012 at University of Wales Trinity St David Lampeter – Cost £300 per delegate.

**xiii) Local Government Efficiency**

Details of free Local Government seminars at the 2<sup>nd</sup> annual Public Sector Efficiency Expo – London on 6<sup>th</sup> March 2012.

**xiv) Historical Promotion and Events Management**

Details of events to mark the 2012 Olympics

**xv) Tenovus** – Newsletter

**xvi) Fields in Trust** – Newsletter

**xvii) Llety Cynin**

Information regarding Public and Emergency Service Workers 10% discount on membership.

**161. PR Sub-Committee**

Councillor K A Major reported on a meeting of the PR Sub-Committee held on 16<sup>th</sup> January 2012.

In response to a proposal by Councillor Mrs J S V Rees Councillor S J Runnett reported that arrangements would be made to publicise the website.

**RESOLVED**

- i) that the Report of the PR Sub-Committee meeting held on 16<sup>th</sup> January 2012 (Appendix A attached) be accepted and the recommendations approved.**
- ii) the PR Sub-Committee be formalised as recommended.**

**162. Environment Committee**

Councillor T W Brown reported on a meeting of the Environment Committee held on 17<sup>th</sup> January 2012 and Councillor P J Rogers reported on a meeting of the Environment Committee held on 30<sup>th</sup> January 2012 relating to the proposed Heritage Trail project.

**RESOLVED that the Reports of the Environment Committee meetings held on 17<sup>th</sup> and 30<sup>th</sup> January 2012 (Appendices B and C attached) be accepted and the recommendations approved.**

**163. Special Projects Committee**

Councillor C J Jenkins reported on a meeting of the Special Projects Committee held on 23<sup>rd</sup> January 2012.

**RESOLVED that the Report of the Special Projects Committee meeting held on 23<sup>rd</sup> January 2012 (Appendix D attached) be accepted and the recommendations approved.**

Discussions ensued relating to the staging and funding of an event to celebrate the forthcoming Queen's Diamond Jubilee in June.

It was noted that due to the local council elections being held in May existing members of the Special Projects Committee were not in a position to commit themselves to the management of an event.

Members suggested the possibility of the Community Associations taking the lead regarding events with the Town Council co-ordinating arrangements.

**RESOLVED that the matter be discussed further at the March meeting of the Town Council following consideration by the Community Associations, Special Projects and Finance Committees.**

**164. Finance Committee**

Councillor R G Edwards reported on a meeting of the Finance Committee held on 7<sup>th</sup> February 2012.

With regard to the item relating to the funding of 2012/13 Events he reported that he wished it to be recorded that the combined level of funding for the 2012/13 Fireworks Display and Winter Carnival was £1,000 more than allocated for the events in 2011/12.

- i) RESOLVED that the Report of the Finance Committee meeting held on 7<sup>th</sup> February 2012 (Appendix E attached) be accepted and the recommendations approved.**

**ii) Resolved that the following additional accounts be approved for payment:**

103069	Carmarthenshire County Council - £4,500.00 – Grounds Maintenance etc Contract 2010/11
103070	Cancelled
103071	TROT's - £125.00 – Financial assistance
103072	St Clears YFC Show - £100.00 – Financial assistance

**165. Planning Committee**

Councillor S J Runnett reported on a meeting of the Planning Committee held on 9<sup>th</sup> February 2012.

**RESOLVED that**

**i) the Report of the Planning Committee meeting held on 9<sup>th</sup> February 2012 (Appendix F attached) be accepted and the recommendations approved.**

**166. Meeting with Practice Manager, Coach and Horses Surgery, St Clears**

The Clerk provided members with Notes of a meeting held on 30<sup>th</sup> January 2012 between representatives of the Town Council and the Practice Manager, Coach and Horses Surgery, St Clears.

Members were also provided with a Practice Leaflet with information regarding the Surgery. Councillor L L ap T Davies reported on the meeting and stated that it was hoped that further meetings could be arranged with the Practice Manager in the future.

Councillor S J Runnett reported that he would like to attend the next meeting as he had previous discussions with the Practice Manager relating to the future development of the Surgery.

In discussion Members expressed their on-going concerns regarding patients having to pay for parking whilst attending the Surgery in particular patients who were frequently required to attend the Surgery.

It was noted also that members of the public had expressed their concerns regarding this matter at the 'Drop In Session' held earlier in the evening.

**RESOLVED that the parking issues be referred again to the County Council.**

**167. Public Meeting Regarding the 2012 Food and Craft Market**

The Town Mayor reported on a Public Meeting held on 9<sup>th</sup> February to discuss the 2012 Food and Craft Market and the Clerk provided Members with Notes of the meeting.

**RESOLVED that the suggestions and proposals be noted and referred to the Market Group.**

**168. Correspondence**

i) The Clerk reported that a thank you letter had been received from the Treasurer of Y Cardi Bach in respect of financial assistance from the Town Council.

ii) Members were advised that a communication had been received from Nat West Bank, St Clears expressing the Bank's concerns regarding refuse left in the lane to the rear of Corvus Terrace.

**RESOLVED that the matter be referred to the County Council.**

iii) Members were provided with a copy of an E-Mail from the Editor of St Clears Times regarding the establishment of St Clears TV together with a request for permission to film one of the Town Council meetings.

**RESOLVED that the request be referred for consideration by the Policy Committee and that the Policy Committee report back to the next meeting of the Town Council.**

iv) Members were provided with a copy of an E-Mail from Mr Alan Evans, Oakfield, Station Road, St Clears relating to the establishment of an indoor-outdoor market in the premises of the former R and M Store, High Street, St Clears and requesting that the Town Council support the venture.

Mr Evans had also requested information regarding the procedure for the hire of the Town Council market stalls.

Members expressed their concerns regarding car parking and road safety issues in High Street on the proposed Market days.

It was noted that Members of public attending the 'Drop In' session with representatives of the Town Council prior to the meeting had also expressed their concerns regarding existing car parking and road safety issues in High Street.

**RESOLVED that Mr Evans be informed of the Town Council's concerns regarding the car parking and road safety issues.**

v) Members were provided with a copy of an E-Mail from the Editor of St Clears Times and subsequent E-Mails between the Town Council, County Council and the Editor of the St Clears Times relating to costs associated with the Library being housed in Y Gât/The Gate.

**RESOLVED that the contents of the latest E-Mail from the Editor of the St Clears Times be referred for consideration by the Policy Committee.**

#### **169. Town Mayor's Report**

The Town Mayor reported that since the last meeting he had only attended one civic engagement – visit to a lady at Dol y Felin Residential Home who was celebrating her hundredth birthday.

#### **170. Town Council Website**

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

**RESOLVED that The Town Council do not accede to the request for a link from the St Clears Town Council website to the St Clears Times website.**

#### **171. Any Other Business**

i) Annual Kidney Research Walk for Life

The Clerk reported for information that the Annual Kidney Research Walk for Life would take place on Sunday 25<sup>th</sup> March and that a telephone enquiry had been received requesting whether the Town Council would be taking part.

**RESOLVED that the matter be left in abeyance.**

ii) Town Council Dinner

The Town Mayor reported that he was arranging a dinner for Town Council Members and guests.

It was agreed that the dinner be held on Friday 6<sup>th</sup> April 2012.

iii) Meet the Council 'Drop In Session'

The Town Mayor reported on the Drop-In Session held immediately prior to the Town Council meeting when six members of the public had attended to discuss their concerns. He reported that the following issues had been raised:

a) Car Parking Charges

Many residents felt it unfair that patients attending the Coach & Horses Surgery have to pay parking charges in the car park if they are booking an appointment or dropping off blood samples etc. Town Council were asked if they could lobby to get the situation changed.

**RESOLVED that the matter be referred again to the County Council**

b) Parking in Pentre Road

It was felt that there was a bottle-neck developing in the area of Pentre Road where it crosses over the river (by the two bridges). Parking in this area was creating a dangerous situation for both road users and pedestrians. There was a request that the Town Council liaise with the County Council over the possibility of having yellow lines in this area.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

c) Parking Bays for Disabled Drivers in Pentre Road

There was a request that the Town Council investigate whether it will be possible to put in place two designated parking bays for disabled drivers outside of the Medical Hall.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

d) Parking in High Street

There was a request that the Council investigate whether spare land behind some of the houses in High Street could be used to provide parking for residents in High Street in order to alleviate the traffic problems in the area.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

e) Lon-y-Prior

Some residents in the immediate vicinity of the entrance to Lon-y-prior felt that the number of vehicles using it as a place to turn round was becoming both a nuisance and a safety issue. Town Council were requested to look into providing 'No Turning' signs at the entrance to Lon-y-Prior.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

f) Llandelyn Road

It was reported that there was a leak in the road with water running down the centre of the road. This had become dangerous during the recent bad weather when it had turned to ice. Town Council were asked if they could contact the relevant public body to repair the leak.

**RESOLVED that the matter be referred to the County Council**

g) Dog Fouling

Problems were still being caused by irresponsible dog owners allowing dogs to foul pavements around St Clears. Town Council were requested to work with the County Council

to provide more dog bins, ensure dog bins are cleaned at more regular intervals and provide better signs and information for dog owners.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

h) Ffynnongain Lane

Residents have experienced problems with lorries and other HGVs trying to turn in driveways. This was causing disruption and, in some cases, damage. It appears that satnav instructions are sending drivers down Ffynnongain Lane even though it is too narrow for HGVs. Residents were requesting that the Town Council liaise with the County Council regarding the provision of 'Not Suitable for HGVs' signs.

The Clerk reported that the County Council had previously confirmed that they would be providing this type of signage at the entrance to Ffynnongain lane

**RESOLVED that the matter be referred again to the County Council**

i) Traffic Calming

Residents expressed their concerns regarding high volumes of traffic and speeding traffic in High Street/Gothic Corner and also in Station Road. There was a request that the Town Council work with the County Council to introduce more traffic calming measures.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

j) Town Walks

There was an enquiry as to whether the Town Council proposed to continue with Town Walks.

**RESOLVED that the request be referred for consideration by the Environment Committee.**

**RESOLVED also that progress relating to the requests be reported back to residents and posted on the Town Council Website.**

It was noted that refreshments provided at the Drop In session were Fairtrade products.

Meeting terminated at 10.00pm

**St Clears Town Council**

**Minutes of a meeting of the PR Sub-Committee held in  
the Mayor's Parlour, Y Gât/The Gate, Pentre Road, St Clears  
on Monday 16<sup>th</sup> January 2012 at 6.00pm**

**Present:**

Councillors: E H Eynon, K A Major and S J Runnett.

In the Chair Councillor K A Major.

**Declarations of Interest**

No declarations of interest were recorded.

**Website**

Members were reminded that whilst the Special Projects Committee had been responsible for the development of the website the PR Sub-Committee had been established temporarily to advise on items to be included on the home page from month to month.

It was agreed to recommend to full Council that:

- the PR Sub-Committee be formalised
- the Sub-Committee meet following the monthly meetings of the Town Council to agree on items for publication on the website.
- the Sub Committee be granted plenary powers
- Councillor S J Runnett be appointed as Contents Manager for the Website.

It was also agreed to recommend that Chairs of Committees inform the Contents Manager of any items they wished to be publicised on the Website following Committee meetings.

Councillor E H Eynon reported on a meeting with the Web Designers that afternoon to discuss issues relating to the website and its operation.

The changes to the Home Page were approved and arrangements for it to be bilingual were agreed.

The Web Designers had also produced statistics relating to visits and page views for the Website during the last fortnight. It was agreed that the statistics were very encouraging. As the Website Designers had expressed their wish to complete the contract relating to the design of the new website during the current financial year Councillor E H Eynon provided Members, for information, with an up to date summary of the costs associated with the development of the website.

It was agreed that an item be published on the Website relating to the Town Council budget for the financial year 2012/13 agreed at the January monthly meeting and which resulted in no increase in the 2012/13 Council Tax.

The Clerk referred to requests for links to the website.

Consideration was given to the requests and it was agreed that the requests be considered further by the Town Council.

Meeting terminated at 7.00pm

**St Clears Town Council**

**Minutes of a meeting of the Environment Committee  
held in The Gate/Y Gât, Pentre Road, St Clears  
on Tuesday 17<sup>th</sup> January 2012 at 7.00pm.**

**Present:** Councillors: T W Brown, W E V J Davies, P J Rogers, Mrs L M Owen, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee).

In the Chair Councillor T W Brown.

**Declarations of Interest**

No declarations of interest were recorded.

**Review of Grounds Maintenance, Provision of Hanging Baskets etc Contract 2011/12**

The Chairman welcomed to the meeting N and J James to review the 2011/12 Contract.

In discussion it was agreed that the hanging baskets had not been very successful.

The Chairman reported that the Town Council were currently looking at the possibility of separate contracts in 2012/13 for the grass cutting and provision of hanging baskets

Mr N James reported:

- that the area to the rear of the car park adjacent to the Skateboarding Area was uneven and wet and it was agreed that consideration be given to cutting the grass every 7 to 10 days rather than every 14 days.
- the grass on the riverbank area should be kept at ankle height as agreed with the Environment Agency

It was agreed that the dead plants in the vicinity of the Boar at Pen Pitch be removed and mulching and chip and bark be provided.

It was also noted that the bench in this area needed to be repaired

Mr N James reported that daffodil bulbs had now been planted at the Old Market Square but felt that the quality of the soil was poor.

It was agreed that areas at the Old Market Square, the War Memorial and the Wembley Gardens Turning Area be arranged as flower beds.

Following the discussion it was agreed that the brief for the 2012/13 contract(s) be updated to incorporate points raised by N and J James.

The Chairman thanked N and J James for their attendance.

**Provision of Benches/Seats on Peillac Way**

Councillor P J Rogers reported that the cycleway/footpath was wider in some areas and it had been noted that the growth was reducing its width.

It was agreed to look at the possibility of clearing the path in areas in order to allow enough space for the siting of benches/seats.

It was agreed to contact the Environment Agency to ascertain their responsibilities regarding the riverside area along Peillac Way and arrange a meeting between the representatives of the Environment Agency, County Council and the Town Council to discuss the future maintenance of Peillac Way.

#### **Provision of Tarmacadam on Footpath/Cycleway Leading from Car park to A40 Bridge**

The Clerk reported that he was awaiting a quotation for the work.

It was reported that the area near the A40 bridge was very muddy and the scheme should include remedial works to this area.

Following a discussion it was agreed to meet on site the following day to discuss the matter.

#### **Proposed Heritage Trail**

Councillor P J Rogers updated members with regard to the proposed heritage trail.

He reported that he would be attending a meeting of the Rural Tourism Cluster Projects on 23<sup>rd</sup> January.

It was agreed that a meeting of the Environment Committee be held on 30<sup>th</sup> January to discuss in detail the Proposed Heritage Trail project.

#### **Skateboarding Area**

The Clerk reported that he was currently making arrangements for the delivery of the seating at the Skateboarding area.

#### **Provision of Bus Shelters**

It was noted that work was in progress regarding the provision of the bus shelters at the former Glasfryn School and Wembley Gardens Turning Area.

#### **Children's Play Area**

It was reported that the Councillors T W Brown, Chairman; Mrs L M Owen, Vice Chairman; the Town Mayor and the Clerk had met with the owners of Hafren House on Saturday morning 14<sup>th</sup> January to discuss the proposed boundary fencing. Councillor C J Jenkins, the Chairman of the Athletic Association had been unable to attend.

It was agreed to recommend that the fencing be erected as discussed on site and that the work be undertaken as soon as possible.

#### **Town Clock**

The Clerk reported that work was in hand regarding the provision and fitting of a plaque on the Town Clock to commemorate the late Councillor Peter Lewis.

It was noted that there had been no progress in reinstating the light in the clock.

#### **Water Pumps**

Members were advised that there had been no progress regarding this matter.

#### **A40 Sliproad**

The Clerk reported that arrangements had been made for members of the Environment Committee to meet with representatives of the South Wales Trunk Road Agency the following day to discuss the landscaping of the verges on the Sliproad off the A40 on to High Street.

#### **Provision of Picnic Area**

The Clerk provided details of prices of picnic tables and benches from recycled material.

Due to their cost it was agreed to proceed with the provision of wooden units.  
It was agreed to meet on site the following day to discuss their proposed siting.

#### **Road Safety Improvements at Gothic Corner**

Councillor P J Rogers referred to the markings recently placed on the road at Gothic Corner relating to the proposed road safety improvements. He expressed his concern regarding the proposed location of the markings on the St Clears side as the markings fell some 15m short as compared to the detail on the sketch plan provided.  
It was agreed to refer the matter to the County Council.

#### **Any Other Business**

##### **Fly Tipping**

The Town Mayor expressed his disappointment that an old mattress and wooden pallets on the riverside near Riverside Terrace had still not been removed.

##### **Provision of Bicycle Rack/Shed in Car Park**

The Town Mayor referred to the offer from Ysgol Griffith Jones for the relocation of a redundant bicycle rack/shed from the school to the Car Park in Pentre Road.  
It was agreed that the most suitable location would be to the rear of the bus shelter adjacent to Medical Hall. It was noted that the County Council's permission would be required for its siting.  
It was agreed to meet on site the following day to discuss the matter and to visit the school to view the bicycle rack/shed.

##### **Ground Maintenance at the Quay**

The Town Mayor referred to the maintenance of the grassed area on the bridleway at the Quay.  
It was agreed to discuss the matter with the County Council.

Meeting terminated at 9.15pm

**St Clears Town Council**

**Minutes of a meeting of the Environment Committee  
held in The Gate/Y Gât, Pentre Road, St Clears  
on Monday 30<sup>th</sup> January 2012 at 5.00pm.**

**Present:** Councillors: T W Brown, Dr W E V J Davies, P J Rogers, Mrs L M Owen, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee).  
Also in attendance Councillor Mrs J S V Rees.

In the Chair Councillor T W Brown.

**Declarations of Interest**

No declarations of interest were recorded.

**Proposed Heritage Trail Project**

Councillor P J Rogers reported on a meeting of the Rural Tourism Cluster Projects held on 23<sup>rd</sup> January 2012 and circulated a leaflet relating to the RDP.

Following further discussions with Mr Emyr Price, Cultural Heritage Grants Officer, Carmarthenshire County Council regarding the project he reported that:

- the Town Council were now required to complete an expression of interest form relating to the project
- the timing for approval of the projects had now been changed due to the forthcoming Local Council elections in May
- the closing date for applications was likely to be extended to the end of May

The Clerk provided Members with copies of the Application Form and reported that much of the information required was also required to complete the expression of interest form.

Councillor P J Rogers also referred to the Grant Guidelines and reported that the County Council were arranging Workshops in March to assist with the completion of the Expression of Interest form.

In discussing the information required Councillor P J Rogers referred to his conversation with Mr M Murray, County Council Countryside Recreation Officer regarding Peillac Way. Mr Murray had subsequently confirmed permission to incorporate Peillac Way as part of the Heritage Trail. He had also confirmed that he would be investigating further the future maintenance of Peillac Way and would make arrangements for a representative of the Countryside Recreation Division to meet with the Environment Committee to discuss the matter.

Councillor P J Rogers reported that the Committee would need to:

- establish the exact route for the Trail together with an alternative route in case of flooding
- discuss the type, size etc of Information Boards and agree a logo for the Trail
- obtain formal permission relating to Rights of Way
- discuss the use of modern technology eg QR Codes and mobile phones
- gather information for the Information Boards and for inclusion in the Heritage Trail (please see Appendix 1 for details)

It was agreed to discuss the information required with local historians and that Councillors T W Brown (Chairman of the Environment Committee) and P J Rogers together with the Clerk gather and collate the information.

It was also agreed to investigate the possibility of including in the bid an amount for future maintenance.

Councillor P J Rogers also reported for information on discussion at the Rural Tourism Cluster Projects meeting regarding a bid for Tourism running for the next 3 to 5 years.

It was further reported that the Woodland Trust were offering trees for planting for the Queen's Diamond Jubilee and also that RDP grants were available for Landscaping. The Clerk reminded Members that the Town Council had previously considered the planting of a row of trees in the field adjacent to Peillac Way and had requested the landowner for permission. There had however no response to the request.

It was agreed to recommend that the Town Council pursue the matter .

### **Grounds Maintenance etc Contract 2012/13**

The Clerk reported that the brief for the contract had been amended in accordance with discussions at the meeting of the Environment Committee held on 17<sup>th</sup> January 2012.

The Clerk advised that he had received a quotation from Wrenvale Nurseries for the supply of 20 Hanging Baskets. They had also provided a quotation for the planting of the flower containers.

It was agreed to recommend that the quotations be accepted and that the supply of hanging baskets and the planting of the flower containers be excluded from the 2012/13 contract.

It was also agreed to recommend that the brief, excluding the supply of hanging baskets and the planting of the flower containers be approved.

### **Any Other Business**

#### **Children's Play Area**

Members were advised of the revised cost for the provision of fencing at the Children's Play Area as agreed at the site meeting on 14<sup>th</sup> January 2012.

It was agreed to recommend that the price be accepted and the work proceed.

#### **Cleaner /Handyperson**

The Clerk reported that the Cleaner/Handyperson would be terminating his employment with effect from 31<sup>st</sup> January 2012.

It was agreed to recommend that this would be an opportune time to review the Cleaner/Handyperson's duties, hours of employment etc.

#### **Former Police Station/Library**

Councillor Dr W E V J Davies referred to the sale of the above premises and proposed that the County Council be requested as a condition of sale that the cell in the building be retained in its original condition for historical purposes.

It was agreed to recommend that the County Council be requested to consider the matter.

It was agreed that the next meeting of the Environment Committee be held on Monday 20<sup>th</sup> February at 6.00pm

Meeting terminated at 7.20pm

**Proposed Information Boards and Heritage Trail Leaflet**

**Information Board 1 - Rebecca Gate** – (Refurbish) - information available on the current Information Board

**Information Board 2 War Memorial** – (Refurbish) - information on the existing Information Board refers to the Mabinogion. Councillor T W Brown to provide information regarding the War Memorial and Councillor Dr W E V J Davies provide background information.

**Information Board 3 - Car Park** – (New) - provision of route map showing start point and end point. It is suggested that the information be linked with the Business Chamber Information Board this could be possibly be a source of match funding. It is suggested that the Information Board be sited next to the proposed Picnic Area at the bottom of the Car Park

**Information Board 4 - Peillac Way** – (New) - information regarding Wildlife etc. Ysgol Griffith Jones and the Youth Club to be involved in providing the information

**Information Board 5 - Church and Priory** – (New) - information already available

**Information Board 6** – (New) - Town Hall and immediate area – information regarding origin of Town Hall, Smithy, Whitehouse etc. Town Trust to provide the information

**Information Boards 7 and 8 - Motte and Bailey** – (Refurbish) - two existing Information Boards

**Information Boards 9 and 10 – The Quay** - (Refurbish) - two existing Information Boards

**St Clears Town Council**

**Minutes of a Meeting of the Special Projects Committee  
held in YGât/The Gate, Pentre Road, St Clears  
on Monday 23 January 2012 at 6.00 pm.**

**Present:** Councillors: T W Brown, E H Eynon, Mrs L M Owen, Mrs J S V Rees and C M Davies (Town Mayor)

In the Chair Councillor E H Eynon.

**Apologies**

Apologies were received from Councillor K A Major (Chair of Policy Committee).

**Declarations of Interest**

There were no declarations of interest.

The Clerk circulated details of up to date income and expenditure accounts relating to the 2011 Fireworks Display, Winter Carnival/Christmas Lights Switch On and Christmas Lights Display.

**Fireworks Display**

It was agreed that there were no major issues relating to the 2011 Fireworks Display.

It was noted that the following issues would need to be resolved prior to this year's event

- provision of a ramp for disabled access to the Marquee.
- repair/replacement of PA system

It was also agreed that this year organisers need to be mindful with regard to arrangements for the bonfire following the 2011 M5 tragedy.

The Chairman reported that the budget allocation for the 2012 Fireworks Display had been reduced.

Following a discussion it was agreed that the allocation would not be sufficient to host a credible Fireworks Display and that the Committee's concern be drawn to the attention of the Finance Committee and Town Council.

**Winter Carnival/Christmas Lights Switch On**

All members were in agreement that the 2011 Winter Carnival/Christmas Lights Switch On had been very successful and had been very well supported.

Members noted issues raised at the December meeting of the Town Council relating to the event.

It was agreed that the a payment of £50.00 be made to St Clears Juvenile Sports Committee for organising the Queens' Float.

Following a discussion regarding the income and expenditure relating to 2011 event it was agreed that the 2012/13 budget allocation would only be adequate for an event without a Carnival and that the Committee's concern be drawn to the attention of the Finance Committee and Town Council.

### **Christmas Lights Display**

It was noted that there was no additional funding in the 2012/13 budget allocation for extending the existing Christmas Lights Display.

The Chairman thanked the Clerk for providing detailed income and expenditure accounts for the events.

### **Queen's Diamond Jubilee Event**

The Chairman reported that no funding was included in the Town Council's 2012/13 budget allocation for the above event which will be centred round an extended bank holiday weekend 2<sup>nd</sup> to 5<sup>th</sup> June 2012.

The Town Mayor and Clerk reported that an application would be made for grant aid to fund the event.

It was also reported that due to the forthcoming local council elections in May 2012 members of the existing Committee were not in a position to commit themselves to the management of the event.

Councillor T W Brown reported that the St Clears Juvenile Sports Committee had suggested lighting a beacon at Banc y Bailey to celebrate the event.

There was no objection to the suggestion and it was agreed that the Juvenile Sports Committee proceed with the necessary arrangements including its registration.

He reported also that the Juvenile Sports Committee were arranging a barbecue at Banc y Bailey to celebrate the event.

Following a discussion relating to the celebrations it was agreed to investigate further:

- the distribution of commemorative coins to children in the Town Council area up to secondary school age in place of commemorative mugs
- the possibility of staging a Tea in the Park event together with entertainment at the Welfare Field
- the possibility of arranging a torchlight parade from the Town Centre to Banc y Bailey Recreational Ground

Consideration was given to the estimated cost of arranging the above celebrations and it was agreed that the Clerk proceed with an application for grant aid accordingly.

Councillor Mrs J S V Rees reported that other individual organisations in the area were arranging their own celebratory events.

It was also noted that the matter would be discussed at the forthcoming St Clears Community Association meeting.

### **Town Council Website**

The Chairman provided members with an update relating to the Website.

He reported on a meeting of the P R Sub-Committee held the previous week when it had been agreed that Councillor S J Runnett be the Content Manager for the Website.

He also reported that the Special Projects Committee were now absolved of their responsibility for the website.

Meeting terminated at 8.00pm

**St Clears Town Council**

**Minutes of a meeting of the Finance Committee held in  
the Mayor's Parlour, Y Gât/The Gate, Pentre Road, St Clears  
on Tuesday 7<sup>th</sup> February 2012 at 7.00 pm.**

**Present:** Councillors: R G Edwards, E H Eynon, P J Rogers, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee)  
Also in attendance Councillor C J Jenkins for the item relating to the 2012/13 Events.

In the Chair Councillor R G Edwards.

**Apologies**

Apologies were received from Councillor B J Jenkins.

**Declarations of Interest**

There were no declarations of interest

**2012/13 Events**

It was reported that at a meeting of the Special Projects Committee held on 23<sup>rd</sup> January 2012 concerns had been expressed regarding the level of funding allocated in the 2012/13 budget for the Fireworks Display, Winter Carnival/Christmas Lights Switch On and the Event to celebrate the Queen's Diamond Jubilee.

Members were provided with copies of the minutes of the Special Projects Committee together with information relating to income and expenditure for the events.

Councillor E H Eynon provided detailed explanation regarding the Committee's concerns.

Following a discussion regarding the matter it was agreed that the Special Projects Committee's concerns be noted and that the Finance Committee were of the opinion that the Town Council had allocated adequate funding for the 2012 Fireworks Display and Winter Carnival/Christmas Lights Switch On based on past expenditure for the events.

Councillor C J Jenkins and the Town Mayor departed following this item.

**Proposed Projects and Events Development Co-ordinator**

The Clerk and Councillor C J Jenkins reported, for information, on a recent meeting attended with Mr Ian Jones, Head of Leisure, Carmarthenshire County Council regarding the proposal to bid for grant aid funding for the above post.

Arrangements had been made for Mr Ian Jones to attend the February monthly meeting of the Town Council to discuss the proposal with Members.

**Budget Monitoring**

Members were provided with details of income and expenditure for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> January 2012 together with projected spend for the year, copies of bank statements and bank reconciliation statement as at 31<sup>st</sup> January 2012.

Members noted that a sum of £25,000 had been re-invested in a further nine month Fixed Rate Bond as previously agreed.

The Committee approved additional expenditure by the Environment Committee in undertaking the fencing at the Children's Play Area in the Welfare Field and the upgrading of the footpath leading from the Car park to the A40 Bridge.

### **Payments**

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

103057	Keith Jenkins – £109.44 – De-littering Skateboarding Area and Children's Play Area January 2012
103058	Lynn Bowen - £886.18 – Clerk's Salary February 2012
103059	C M Davies - £150.00 – Reimbursement re Donation to St Mary Magdalene Church
103060	St Clears Juvenile Sports Committee - £50.00 –Queen's Float for Winter Carnival
103061	Carmarthenshire County Council - £40.00 – Room Hire at Y Gât/The Gate
103062	SWALEC - £66.94 – Electricity Supply for Christmas Lights Display
103063	All Day Office Supplies - £8.48 – Ink Cartridge - Reimburse L Bowen
103064	Bowen and Weaving Ltd - £25.17 – Stationery
103065	Carmarthenshire County Council - £240.00 – Advertisement in Tourism Guide
103066	Glyn Edwards Office Equipment Ltd - £25.80 – Photocopier Charges
103067	W3 WebDesigns Ltd - £1057.52 – Design of Website
103068	W3 WebDesigns Ltd - £120.00 – Updating of Website

### **Requests for Financial Assistance**

The Clerk reported that since the last meeting requests for financial assistance had been received from the following organisations:

- TROTS
- St Clears YFC Agricultural Show
- First Responders Carmarthen St John
- Cruse Bereavement Care – Carmarthenshire Branch
- Hafan Cymru
- British Heart Foundation Cymru – South West Wales

Following a discussion it was agreed to recommend the following contributions:

- TROTS - £125.00
- St Clears YFC Agricultural Show - £100.00

It was noted that the request from the First Responders was for funding to assist the purchase of a fully kitted response bag and defibrillator as they did not currently have their own dedicated kit.

It was agreed to request additional information regarding the request.

### **Financial Regulations**

Following a review of the Financial Regulations it was agreed to recommend that the current document be approved with no amendments necessary.

### **Risk Assessment**

Members were reminded that it was a statutory requirement for the Town Council's Risk Assessment document to be reviewed on an annual basis.

Following its review it was agreed to recommend approval of the document without any amendments.

## **Any Other Business**

### **Welsh Government**

The Clerk reported receipt of information regarding the following from the Welsh Government:

- Borrowing by Community and Town Councils in 2012/13
- Section 137 Expenditure Limit for 2012/13

It was noted that the maximum expenditure that can be incurred under Section 137 for 2012/13 had been increased to £6.80 per elector.

### **Training**

The Clerk referred to the 2012 Training Courses organised by One Voice Wales details of which had been forwarded to Members. He reminded the Committee that it had been previously agreed for budgetary reasons, that attendance be rationalised with a view to different members attending for different modules.

He reported that to date three Members had requested attendance at the Training Courses.

Following a discussion it was agreed to recommend that

- Councillors L L ap T Davies and Mrs J S V Rees attend the training for Module 4 – ‘Understanding the Law’ on Tuesday 28<sup>th</sup> February 2012 at Carmarthen
- Councillor Mrs J S V Rees attend the training for Module 5 – ‘The Council Meeting’ on Tuesday 6<sup>th</sup> March 2012 at Ammanford.

It was also agreed to recommend that the Town Council investigate the possibility of One Voice Wales undertaking a training session on Module 1 – ‘The Role of the Council’ for all members of the Town Council following the Local Elections in May.

### **Cleaner/ Handyperson**

The Clerk reported for information that the Cleaner/Handyperson would be terminating his employment with effect from 31<sup>st</sup> January 2012.

It had been agreed at the Environment Committee meeting held on 30<sup>th</sup> January that this would be an opportune time to review the Cleaner/Handyperson’s duties, hours of employment etc.

### **Market Stalls**

It was noted that a request had been received from the County Council for the hire of the market stalls for the Craft Fairs in Carmarthen.

It was agreed that the next meeting of the Finance Committee be held on Tuesday 6<sup>th</sup> March 2012 at 7.00pm

Meeting terminated at 9.20pm.

**St Clears Town Council**

**Minutes of a meeting of the Planning Committee held  
in the Mayor's Parlour Y Gât/The Gate, Pentre Road, St Clears  
on Thursday 9<sup>th</sup> February 2012 at 7.30pm.**

**Present:** Councillors: L L ap T Davies, K A Major, and C M Davies (Town Mayor).

In the Chair Councillor L L ap T Davies.

**Apologies**

Apologies were received from Councillor Mrs J S V Rees.

**Declarations of Interest**

Councillor K A Major declared his interest in Planning Application Ref W/26059 as the proposed development was on his land and the applicant was his son.

**Planning Applications**

**New Applications:**

The Committee received details of the following planning applications submitted to Carmarthenshire County Council as part of the consultation process:

- W/26026 Listed Building – Work to strengthen bridge – St Clears Bridge, Bridge Street, St Clears for Carmarthenshire County Council
- W/26059 Full Planning – Proposed dwelling on land to the rear of the White Lion Inn, Pwlltrap, St Clears for Mr Andrew Major

It was agreed to recommend that the Town Council offer no adverse comments regarding Planning Applications.

With regard to Planning Application Ref: W/26026 concerns had been raised regarding the closure of the road for a period whilst the work was being carried out.

The Planning Authority had subsequently confirmed that this did not form part of the assessment of the Listed Building Consent.

Enquiries were being made with the County Council Highways Division regarding the timings relating to road closure etc.

**Approvals**

The Clerk reported for information that the following planning applications had been approved:

- W/25855 Application for agricultural storage shed not built in compliance with approved plans at The Cowshed, St Clears.
- W/25874 Vehicle access and turning area at 5 Lon Hafren, St Clears

**Withdrawals**

The Clerk reported for information that the following planning application had been withdrawn

- W/25896 Proposed replacement dwelling at Ivy Cottage, Tenby Road, St Clears

Meeting terminated at 7.50pm

