

St Clears Town Council

Minutes of the Town Council meeting held in Meeting Room 1, Y Gât/The Gate, Pentre Road, St Clears on Tuesday 20th November 2012 at 7.30pm

Present:

Councillors: C M Davies, L L ap T Davies, Dr W E V J Davies, R G Edwards, E H Eynon, C J Jenkins, K A Major, P J Rogers, S J Runnett, Mrs C M Ingleton, Mrs J S V Rees and Mrs H Witt.

In the Chair - Councillor L L ap T Davies (Town Mayor).

The Town Mayor welcomed everyone to the meeting including Mr Lee MacGregor a new reporter from the Carmarthen Journal.

114. Apologies

Apologies had been received from Councillor P Lanc.

115. Declarations of Interest

Councillor E H Eynon declared his interest regarding the item relating to correspondence relating to the War Memorial.

Councillor C J Jenkins declared his interest in the item relating to the St Clears Leisure Centre as Chairman of the St Clears Athletic Association.

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

116. Minutes

RESOLVED that the minutes of the Town Council meeting held on 9th October 2012 be confirmed and signed as a true record.

117. Matters Arising

There were no matters arising from the minutes of the previous meeting that were not on the Agenda.

118. County Councillor's Report

As County Councillor P M Hughes was not in attendance there was no Report.

119. Clerk's Report

1. Welsh Government

i) Marine Conservation Zones

Information that further work is being undertaken to look at information received from the first stage of consultation

ii) Business Newsletters

iii) Information relating to Petition/Campaign relating to release of balloons and Chinese Lanterns.

It was noted that the matter had been discussed by the Environment Committee.

2. Carmarthenshire County Council

- i) Information, guidance and application form relating to the erection of seasonal decorations
- ii) Information relating to the Christmas Toybox scheme together with a request for support.
- iii) Enquiry relating to Members Code of Conduct training.
It was noted that the matter had been discussed by the Steering Committee as a response was requested by 16th November.
- iv) Carmarthenshire Tourist Association/Marketing and Tourism - Newsletters

3. One Voice Wales

- i) Receipt of Y Llais/The Voice – OVW Autumn 2012 edition together with covering letter.
- ii) Information regarding:
 - Ombudsman's Casebook - July to September 2012
 - Undersubscribed Training Courses
 - Climate Change Adaptation Project
 - Community Translation Scheme

4. Society of Local Council Clerks (SLCC)

- i) Invitation to nominate a candidate for the post of Chief Executive of SLCC
- ii) News Bulletin.

5. BDO LLP

Information relating to changes to their extranet for local councils.

6. Boundary Commission for Wales

Information regarding publication of revised proposals for changes to Parliamentary Constituencies in Wales.

7. Fairtrade Wales - Newsletters

8. Keep Wales Tidy - Newsletter.

9. Parish On-Line News – November Newsletter

10. Historical Promotions - Newsletter

11. Publications

- The Clerk – SLCC magazine November 2012 edition
- Clerks and Councils Direct – November 2012 edition
- Play for Wales – Winter 2012 edition

Supplementary Report

1. Carmarthenshire County Council

Information regarding Waste and Tyre Amnesty - Wednesday 28th November 2012 - St Clears Car Park – 8.00am – 2.00pm

2. One Voice Wales

Information regarding Welsh Assembly Government's new Electronic Property Information System (ePIMS).

3. Hafan Cymru

Information regarding new address – Stephen's Way, Pensarn, Carmarthen

120. Finance and Resources Committee

The Town Mayor congratulated Councillor R G Edwards on his re-appointment as Chairman of the Finance and Resources Committee for the current civic year and Councillor K A Major for his appointment as Vice Chairman.

Councillor R G Edwards reported on a meeting of the Committee held on 6th November 2012.

RESOLVED that the Report of the Finance and Resources Committee meeting held on 6th November 2012 (Appendix A attached) be accepted and the recommendations approved.

Councillor R G Edwards reported that the Finance and Resources Committee would be discussing the Town Council's 2013/14 budget at its December meeting. He reminded members of the need to ensure that that the Finance and Resources Committee were provided with details of Committees' budgetary requirements.

RESOLVED that the following additional payments be approved:

- 103189 Malcolm Herbert Plant Hire Ltd - £54.00 – Hire of equipment for Fireworks Display event.
- 103190 M P Window Cleaning Services - £250.00 –Cleaning of War Memorial and surrounding area.
- 103191 Carmarthenshire County Council - £21.00 – Temporary Event Notice Re Christmas Lights Switch On (Reimburse L Bowen)
- 103192 N and J James – £400.00 - Assistance Re Fireworks Display (£200.00) and Erection and Collection of Market Stalls – 16/17 November 2012 (£200.00)
- 103193 Funky Buddah Band - £1,200.00 – Entertainment Re Christmas Lights Switch On event
- 103194 Bruce Campbell - £200.00 – PA System Re: Christmas Lights Switch On event
- 103195 Capper and Co Ltd - Spar - £300.00 – Selection Packs Re Christmas Lights Switch On event (Reimburse L Bowen)

121. Planning and Communities Committee

The Town Mayor congratulated Councillor K A Major on his appointment as Chairman of the new Planning and Communities Committee for the current civic year and Councillor C M Davies for his appointment as Vice Chairman.

Councillors K A Major and E H Eynon reported on a meeting of the Committee held on 6th November 2012.

RESOLVED that the Report of the Planning and Communities Committee meeting held on 6th November 2012 (Appendix B attached) be accepted and the recommendations approved.

Councillor Dr W E V J Davies declared his interest in the item concerning the Mezzanine, High Street St Clears as a relative of the owner of the premises.

In discussion regarding the matter members expressed their concerns that no planning application had been submitted in respect of the work undertaken at the premises and felt that the County Council had created a precedence.

RESOLVED that the Planning and Communities Committee proceed with further investigations relating to the matter

122. Environment Committee

The Town Mayor congratulated Councillor P J Rogers on his re-appointment as Chairman of the Environment Committee for the current civic year and Councillor C J Jenkins for his appointment as Vice Chairman.

Councillor P J Rogers reported on a meeting of the Committee held on 13th November 2012.

RESOLVED that the Report of the Environment-Committee meeting held on 13th November 2012 (Appendix C attached) be accepted and the recommendations approved.

Councillor Dr W E V J Davies expressed his concern regarding the tipping of waste material in the riverbank to the rear of Banc y Beili and reported that efforts should be made to find out who had tipped the waste.

123. Steering Committee

The Town Mayor and Councillor E H Eynon reported on a meeting of the Steering Committee held on 13th November 2012.

RESOLVED that the Report of the Steering Committee meeting held on 13th November 2012 (Appendix D attached) be accepted, the recommendations and amendments to the Standing Orders approved.

Councillor Dr W E V J Davies expressed his concern relating to the content of section 74 of the Standing Orders relating to Financial Matters.

RESOLVED that his concerns be considered by the Finance and Resources Committee when reviewing the Financial Regulations.

124. Communications relating to the War Memorial

Members were provided with a copy of a draft response to County Councillor P M Hughes' correspondence relating to communications concerning the War Memorial. The Town Mayor responded to an enquiry from Councillor S J Runnett regarding the matter.

RESOLVED that the letter be approved as recommended by the Steering Committee.

125. Correspondence

The Clerk reported that a letter had been received from Bancyfelin Senior Citizens thanking the Town Council for providing financial assistance.

Members were informed that an e-mail had been received by the Chairman of the Environment Committee from the Chairman of the St Clears Branch of the Royal

British Legion thanking the Town Council for maintenance work undertaken in the War Memorial area prior to Armistice Day.

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

Councillor R G Edwards reported on his attendance at a meeting of the Dyfed Powys Police - Carmarthenshire Joint Community Consultative Meeting and a meeting of the Bancyfelin Community Association. He reported that the Community Association were acquiring 7 Planters and would be requesting the Town Council to plant them. Councillor Mrs J S V Rees reported on the inaugural meeting of the Community Fairtrade Steering Group and also her attendance at a meeting of the St Clears Community Association.

Councillor P J Rogers reported on his attendance at the West Carmarthenshire Tourism Cluster Group.

127. Town Mayor's Report

The Town Mayor provided members with a detailed report on civic events and engagements undertaken since the last meeting including the St Clears Choral Society DVD launch. He thanked Councillor Mrs J S V Rees their Musical Director, for presenting the Town Council with a copy of the DVD.

He also reported that he had attended the One Voice Wales Conference and AGM with Councillor K A Major who would be reporting on the Conference at the December monthly meeting.

128. St Clears Leisure Centre

The Clerk reported that the issues raised in the October meeting had been referred to County Councillor P M Hughes as requested.

The Manager of the Leisure Centre had subsequently reported that no complaints had been received at the Leisure Centre and had requested more specific details. To date no details regarding the complaints had been received.

With regard to the future of the Leisure Centre the Manager had reported that work would commence the following week on the DDA compliance issues that had been identified including the provision of additional and alterations to Fire Doors, Disabled Shower units in Male/Female shower areas, partition work and upgrade of alarm and emergency lighting. Further work would be undertaken in the new year on the ventilation system, water storage tanks on the first floor, wiring, extra guarding and upgrade of gas heaters in Hall thus demonstrating the commitment the County Council has to the Centre.

129. Proposed Projects and Events Development Co-Ordinator Post

Members were advised that there had been no further progress regarding the post

130. Community Service Award

RESOLVED that the item be deferred to the December 2012 meeting of the Town Council.

Residents Drop In Session

The Town Mayor reported that one resident had attended the Drop In Session held earlier and had raised the following issues:

- traffic calming in High Street/Bridge Street

- provision of 'No Turning' signage at the entrance to Lon Y Prior
- lack of maintenance at the Leisure Centre.
- loose coping stone on wall at the at the entrance to the parking area at Lon Fair

It was noted that the first three issues had been raised previously and were being investigated. The fourth issue had been brought to the Clerk's attention the previous day and arrangements were being made to report the matter to the County Council.

131. Any Other Business

i) Dates of Meetings

a) The Clerk reported that a request had been received to change the date of the December meetings of the Finance and Resources and Steering Committees.

RESOLVED that the Finance and Resources and Steering Committees be re-arranged for Tuesday 11th December at 7.00pm and 8.00pm respectively following the Heritage Trail Stakeholders Meeting at 6.00pm.

b) The Town Mayor reported that a request had been received to hold a Town Council meeting at Bancyfelin .

RESOLVED that the December 2012 meeting of the Town Council be held in Bancyfelin Hall provided the Hall is available.

c) PR Sub-Committee

RESOLVED that Councillors E H Eynon and S J Runnett agree on a date for a meeting of the P R Sub-Committee.

ii) Lighting of Christmas Tree at Bancyfelin

Councillor R G Edwards reported for information that the Lighting of the Christmas Tree at Bancyfelin would be held on Sunday evening 2nd December 2012 at 7.00pm All Members were welcomed to attend.

iii) 'Christmas at the Vicarage'

Councillor Mrs H Witt reported for information regarding arrangements for 'Christmas at the Vicarage' event to be held from Thursday 29th November to Monday 3rd December 2012.

iv) 2012 Christmas Lights Switch On

Councillor E H Eynon referred to an earlier meeting of the Task and Finish Group and updated members regarding arrangements for this year's Christmas Lights Switch On scheduled for Sunday 25th November 2012.

He thanked Councillors C M Davies, C J Jenkins and the Clerk for their assistance with the arrangements.

The Town Mayor reported that he was arranging light refreshments following the event at Y Gat/The Gate and invited all members and their wives and partners to attend.

v) Christmas Competition – Best Decorated Premises

RESOLVED that the Town Council arrange the annual Christmas Competition – Best Decorated Premises

vi) The Town Mayor reported for information that a 'Noson o Farddoniaeth' would be held at Bethlehem Vestry, Pwlltrap on Friday evening 30th November 2012 at 7.30pm. Tickets were available from the Town Mayor and all proceeds would go the Town Mayor's Charity Fund.

Meeting terminated at 9.10pm

St Clears Town Council

**Minutes of a meeting of the Finance and Resources Committee held in
the Mayor's Parlour, Y Gât/The Gate, Pentre Road, St Clears
on Tuesday 6th November 2012 at 6.00 pm.**

Present: Councillors: R G Edwards, E H Eynon, K A Major, S J Runnett and
L L ap T Davies, Town Mayor.

In the Chair Councillor R G Edwards.

Declarations of Interest

No formal declarations of interest were recorded.

Appointment of Chairman

It was agreed that Councillor R G Edwards be re-appointed Chairman of the
Committee for the current civic year.

Councillor R G Edwards thanked members for his re-appointment.

Appointment of Vice-Chairman

It was agreed that Councillor K A Major be appointed Vice-Chairman of the
Committee for the current civic year.

Budget Monitoring

The Clerk provided members with details relating to income and expenditure for the
period 1st April 2012 to 31st October 2012 together with copies of the September and
October 2012 bank statements and bank reconciliation statement as at 31st October
2012.

In response to an enquiry from the Chairman the Clerk reported that there had been
no further developments regarding the proposed Project and Events Development
Co-ordinator post for the St Clears, Whitland and Laugharne area.

Members re-iterated their disappointment at the County Council decision to request
that the three Town Councils make a contribution of £1,000 each in order to show
their commitment to the proposed scheme.

Payments

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

- 103180 Amazon - £29.75 – Ink Cartidges (Reimburse L Bowen)
- 103181 Carmarthenshire County Council - £45.00 –Room Hire – 25.9.12 and
24.10.12 – Community Fairtrade meetings
- 103182 L Davies - £54.11 - Travelling expenses Re One Voice Wales Conference
and AGM
- 103183 J N Williams Ground Maintenance Ltd - £750.00 – Final Instalment
Re Grounds Maintenance Contract 2012/13
- 103184 Eagle Signs - £528.00 – Rewording of Promotion Banners
Re Fireworks Display and Christmas Lights Switch On
- 103185 Tooby and Williams Ltd - £26.00 – Hedge Shears (Reimburse L Bowen)

103186 N and J James - £200.00 - Erection and Collection of Market Stalls – 20.10.12
103187 Lynn Bowen - £1,188.27 – Clerk’s Salary November 2012
103188 Soundsavers Ltd - £427.38 – New PA System (Reimburse H Eynon)

Appointment of Signatories for Payments

The Clerk referred to the need to amend the bank mandate relating to the signatories for payments.

It was agreed to recommend that Councillors R G Edwards, K A Major and S J Runnett be appointed signatories.

2013/14 Budget

Members discussed the Finance and Resources Committee's budgetary requirements in the 2013/14 financial year.

It was agreed to recommend that the Clerk progress to the next incremental point on the salary scale.

It was noted that the Environment Committee had submitted its draft budget for 2013/14.

It was agreed that the 2013/14 budget be discussed further at the December meeting when the Planning and Communities Committees' budgetary requirements would be available.

Storage Arrangements

Councillor E H Eynon referred to his previous concerns regarding the Storage Hut and the maintenance cost associated with the building.

Following a discussion it was agreed that further discussions be held regarding future storage needs and facilities.

Review of Financial Regulations

Due to time constraints it was agreed that this item be deferred to the next meeting of the Finance and Resources Committee.

Allocation of Reserves and Cashflow

The Clerk provided members with an update of the report relating to the allocation of reserves and cashflow.

Due to time constraints it was agreed that this item be deferred to the next meeting of the Finance Committee.

Requests for Financial Assistance

Members were advised that requests for financial assistance had been received from the following organisations since the last meeting of the Finance Committee:

- Cylch Meithrin Bancyfelin
- 2014 National Eisteddfod in Llanelli
- Carmarthen and District Youth Opera
- Llangollen International Musical Eisteddfod

Following a discussion it was agreed, due to their current situation, that a financial contribution of £100.00 be made to Cylch Meithrin Bancyfelin.

It was agreed to recommend that the remaining requests be considered along with others at the January meeting of the Finance Committee.

Meeting terminated at 7.30pm.

St Clears Town Council

**Minutes of a Meeting of the Planning Committee held in
Y Gât/The Gate, Pentre Road, St Clears
on Tuesday 6th November 2012 at 7.30pm.**

Present: Councillors: C M Davies, C J Jenkins, K A Major, and L L ap T Davies, Town Mayor.
Councillor E H Eynon was also in attendance for the items relating to the Fireworks Display and the Christmas Lights Switch On.

In the Chair Town Mayor and Councillor K A Major.

The Town Mayor welcomed all members to the first meeting of the new Planning and Communities Committee

Apologies

Apologies were received from Councillors Mrs C M Ingleton and Mrs H Witt.

Declarations of Interest

Councillor C M Davies declared an interest in Planning Application Ref: W/27517.

Appointment of Chairman

It was agreed that Councillor K A Major be appointed Chairman of the Committee for the current civic year.

Councillor K A Major took the Chair and thanked members for his appointment.

Appointment of Vice-Chairman

It was agreed that Councillor C M Davies be appointed Vice-Chairman of the Committee for the current civic year.

Planning Applications

i) Approvals:

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

- | | |
|---------|--|
| W/27147 | Installation of Cladding at Old Market Surgery, High Street, St Clears for Mr William Morgan |
| W/27157 | Extensions to dwelling at Ddoigwed, St Clears for Mr George Gwyndaf Walters |

ii) Refusals

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

- | | |
|---------|--|
| W/27189 | Erection of new dwelling house at plot to the east of Glenview, St Clears for Mr Evans |
|---------|--|

2012 Fireworks Display

Councillor E H Eynon reported that it had been necessary to postpone the event from Saturday evening 3rd November to Monday evening 5th November as a token of respect for the family and friends of the late Miss Laura Rees whose funeral was held on the Saturday and also due to full use of the car park for the funeral.

He reported that the event had been very successful despite the heavy shower of rain towards the end.

The support of Noel James and his team in preparing the bonfire, erecting the crowd control barriers, clearing after the event etc had proven to be invaluable.

Councillor C M Davies reported that the refreshments stall organised and run this year by the St Clears Community Association had also proved to be very successful.

2012 Christmas Lights Switch On

Councillor E H Eynon updated members regarding arrangements for the Christmas Lights Switch On scheduled for Sunday 25th November.

He reported that the entertainment had been booked and Father Christmas had confirmed his attendance.

Permission had been sought for the closure of part of Pentre Road as usual for the event.

It was agreed that the cost of hiring a Stall be set at £15.00 and that trading commence at 4.00pm.

It was also agreed that a communication be sent to the local schools advising them of the event and inviting the pupils to Santa's Grotto which was free of charge.

Councillor C M Davies confirmed that the St Clears Community Association would be supporting the event.

The Clerk circulated for information a copy of an e-mail received the previous day from County Councillor S Allen, Whitland suggesting the possibility of Whitland and St Clears working together in arranging future events in particular if the proposed Project and Events Development Co-ordinator post was to go ahead.

Following a discussion it was agreed to recommend that that a response be sent to Councillor Allen explaining the reason for the postponement of this year's Fireworks Display and inviting her to the next meeting of the Planning and Resources Committee to discuss her suggestions.

2013/14 Budget

Members were provided with information relating to the former Planning Committee and Special Project Committees' expenditure for 2011/12, expenditure to date in the current financial year and projected expenditure for 2012/13.

It was noted that the budgets would now be consolidated.

In response to an enquiry from Councillor C J Jenkins it was reported that the budget allocation for the Local Plan and LDP Process would be ring fenced for that purpose.

Following a discussion a draft budget for 2013/14 was agreed for submission to the Finance Committee.

It was proposed that any expenditure in 2013/14 relating to the LDP Process be funded from Reserves.

Councillor C J Jenkins expressed his concerns regarding current arrangements for the storage of fireworks.

It was agreed that investigations be undertaken relating to the future storage of fireworks.

Councillor C M Davies suggested that the Town Council in future investigate the possibility of purchasing fireworks locally.

Any Other Business

In response to an enquiry the Clerk confirmed that the County Council Head of Planning had advised that the file relating to the possible unauthorised change of use at The Mezzanine, High Street, St Clears had been closed as reported at the September meeting of the Town Council.

Members expressed their concerns regarding the outcome and it was agreed to recommend to discuss the matter further with the County Council Planning Division.

Meeting terminated at 9.00pm

St Clears Town Council

**Minutes of a meeting of the Environment Committee
held in Y Gât/The Gate, Pentre Road, St Clears
on Tuesday 13th November 2012 at 6.00pm.**

Present: Councillors: C M Davies, Dr W E V J Davies, P Lanc (from 7.15pm), P J Rogers and Mrs J S V Rees (Deputy Mayor).
Also in attendance Councillor Mrs H Witt.

In the Chair Councillor P J Rogers.

Councillor P J Rogers welcomed everyone to the first meeting following the restructuring of committees.

Declarations of Interest

No declarations of interest were recorded.

Appointment of Chairman

It was agreed that Councillor P J Rogers be re-appointed Chairman of the Committee for the current civic year.

Councillor P J Rogers thanked members for his re-appointment.

Appointment of Vice-Chairman

It was agreed that Councillor C J Jenkins be appointed Vice-Chairman of the Committee for the current civic year.

Matters arising from the Minutes of Environment Committee held on 1st October 2012

Planting of Bulbs

The Clerk reported that SWTRA had confirmed that all the bulbs had been planted.

Budget Update

Members were provided with information relating to the Committee's expenditure for the period 1st April to date together with the projected expenditure for 2012/13.

The Chairman reported that the War Memorial area was much improved following its cleaning.

He expressed his gratitude to Councillor C M Davies for repairing one of the seats in the War Memorial area at short notice.

It was agreed to request a quotation for the cleaning of the Old Market Square area. Councillor C M Davies reported that it had been noticed that some of the lettering on the War Memorial had worn away.

Proposed Heritage Trail

The Chairman reported on a meeting of the Heritage Trail Group held on 8th November and thanked members of the Group for their attendance.

It was noted that it was proposed to arrange a meeting with local stakeholders on 11th December 2012.

He also reported on a meeting with a representative of the St Clears Juvenile Sports Committee who were submitting a bid for an Information Board at the Motte and Bailey.

Councillor C M Davies confirmed that he was in discussion with the school and the Town Trust relating to the panels regarding Wildlife on the riverside and the Town Hall area respectively.

Councillor Mrs J S V Rees reported on progress regarding the provision of QR codes.

It was agreed that the Heritage Trail Group meet after the next meeting of the Environment Committee scheduled for 3rd December 2012.

War Memorial

Councillor C M Davies reported that it may be necessary to undertake remedial works at the back of the Ira Jones Memorial.

It was agreed to undertake a visual inspection and report back.

It was also agreed to make further enquiries regarding the ownership and responsibilities relating to the War Memorial Area.

The Chairman reported on further discussions with the St Clears Branch of the Royal British Legion regarding the War Memorial.

Members were provided with a copy of a communication from the RBL relating to the wording of a proposed Notice at the War Memorial.

Following a discussion it was agreed that the first, second and final paragraphs be incorporated in the proposed new Information Board at the War Memorial and that a request be made to the RBL to provide additional information for the Board.

With regard to the remainder of the communication members expressed their concerns regarding the inclusion of wording relating to the eating of takeaway meals and disposal of litter in the area.

It was agreed to recommend that separate plaques be provided relating to the display of promotional material in the area.

It was agreed that enquiries be made with the County Council regarding the possibility of providing different type of litter bins, where birds are not able to take the paper out, at the War Memorial, Car Park and the vicinity of the Fish and Chip shop.

Councillor Mrs J S V Rees reported that the RBL were very positive regarding the discussions and were publicising the fact that they are working in partnership with the Town Council.

Parking at the Junction to Glasfryn Estate in Station Road

The Chairman reported on a meeting with County Councillor P M Hughes and an Officer of the County Council regarding road safety issues relating to parking at the junction to Glasfryn Estate in Station Road.

The Chairman and Vice-Chairman of the Environment Committee had been in attendance together with the Clerk.

He reported that a compromised solution had been verbally agreed after taking into account the needs of the residents of Lewis Terrace.

It was noted that three written complaints had been received from local residents regarding the matter.

The complaints had been forwarded to the County Council who confirmed that they would be responding directly to the complaints.

Overnight Parking of Lorries in St Clears Car Park

The Clerk reported on the contents of e-mails from a local resident to County Councillor P M Hughes regarding the overnight parking of lorries in St Clears Car Park and damage caused to the resident's home as a result of heavy vehicles travelling along Station Road through the night.

He reported also on responses to the e-mail from the County Council Parking Services Manager and County Councillor P M Hughes.

It was agreed to recommend that the correspondence be noted as the issues raised in the e-mails were the responsibility of the County Council.

Community Tree Packs from the Woodland Trust

The Clerk reported on correspondence received from Councillor P Lanc regarding the above.

It was agreed to recommend not to take advantage of the offer as the Town Council presently did not have the land for the planting.

Campaign relating to the Release of Ballons and Chinese Lanterns

The Clerk referred to correspondence received from Keep Wales Tidy via One Voice Wales regarding a petition submitted to the National Assembly for Wales regarding the effect of balloons and Chinese Lanterns on wildlife at sea and on land.

Following a discussion it was agreed to recommend that the Town Council support the campaign and pledge not to organise or undertake a balloon or lantern release from now onwards.

It was hoped that other local organisations would also support the campaign.

Children's Play Area and Skateboarding Area Inspection Reports.

The Clerk reported that the inspection reports from the County Council relating to the Children's Play Area and Skateboarding Area were now up to date.

It was noted that maintenance work was required on one of the fitness units.

2013 Best Garden Competition

It was agreed that this item be deferred to the January 2013 meeting.

Town Walks

All members were in agreement that it was important that the footpaths are used.

It was agreed to defer the item to the January meeting when a map of the footpaths would be made available in order to discuss possible Walks in Spring and Summer.

Provision of 2013 Floral Displays

It was agreed that Councillor C J Jenkins organise a plan for the 2013 floral displays and report back to the Committee.

The Chairman reported that there may be a possibility of the local businesses becoming involved in the provision of the 2013 floral displays.

The Chairman also referred to the possibility of expanding the planting on the Slip Road.

It was agreed that next year's provision of Floral Displays be placed on the agenda of the Committee's January 2013 meeting.

Cleaner/ Handyperson Post

The Clerk reported that the Finance Committee had requested that the Environment Committee draw up a job description for the post.

It was agreed to recommend that the Chairman and Clerk draw up the job description.

Following an enquiry from Councillor C J Jenkins it was agreed to recommend that the Grounds Maintenance Contractor be requested to undertake the duties until a contractor is appointed.

Projects Up-date

Town Clock

The Clerk reported that there was no power supply to the streetlights in the Old Market Square and the Town Clock.

Arrangements were in hand for the clock to show the correct time when the power supply was restored.

Signage at Gothic Corner

It was agreed that a communication be sent to the County Council and County Councillor P M Hughes expressing Members' concerns that the signage had still not been provided at Gothic Corner.

Any Other Business

The Clerk reported that a letter had been received from a local resident who had recently acquired a motorised scooter requesting that the footpath to the rear of Banc y Beili be tarmacadammed in order to give him safe access to the town centre. It was agreed that the letter be sent to the County Council who were responsible for the maintenance of the footpath.

Councillor C M Davies reported that no action had been taken regarding the dangerous concrete pontoons in the river near the Boating Club despite representations made to the Environment Agency.

It was agreed that the matter be reported once more to the Environment Agency.

Councillor C M Davies reported that a plastic door had been tipped on the bank of the river in the area to the rear of Banc y Beili and that the mattress and pallets previously tipped in this area had still not been removed.

The Clerk referred to previous correspondence regarding this matter and reported that the County Council were not prepared to remove the waste material as it was on private land and had requested details of ownership.

To date ownership of the land was unknown.

It was agreed that issues relating to the treatment of Himalayan Balsam be placed on the agenda of the January meeting.

Members were reminded that the next meeting of the Environment Committee was scheduled for Monday, 3rd December 2012 at 7.30pm. followed by a meeting of the Heritage Trail Group.

Meeting terminated at 7.30pm

St Clears Town Council

**Minutes of a meeting of the Steering Committee
held in Y Gât/The Gate, Pentre Road, St Clears
on Tuesday 13th November 2012 at 7.30pm.**

Present: Councillors: R G Edwards, E H Eynon, K A Major, P J Rogers and L L ap T Davies (Town Mayor).

In the Chair Councillor E H Eynon.

The Chairman welcomed everyone to the meeting and reported that he was pleased to be chairing the Committee for the current civic year.

Declarations of Interest

The Chairman declared an interest in the item relating to communications regarding the War Memorial.

Communications Regarding the War Memorial

The Chairman following his declaration of interest requested the Town Mayor to take the Chair for this item and left the room whilst members discussed the matter.

The Town Mayor took the Chair and outlined the background to the matter. He referred to the letter received from County Councillor P M Hughes which was reported to the October meeting of the Town Council and members were advised of the contents of a subsequent letter that had been received with a request that it be presented to the Steering Committee. He referred also to notes from the Chairman.

Following a detailed discussion regarding the matter and discussions relating to protocol at meetings a response to the letters was formulated for approval by full Council.

On the Chairman's return and prior to him taking the Chair the Town Mayor advised him of the Committee's deliberations.

Standing Orders

The revisions to the Standing Orders following the review of the Committee structure were noted.

It was agreed to recommend that the revised Standing Orders be approved and a copy of the revised Standing Orders be given to each member.

Committees' Terms of Reference and Responsibilities

The Clerk reminded members that this was an item that had been raised at the October meeting of the Town Council in particular the responsibility for the future management of the Welfare Field and the proposed Projects and Events Development Co-ordinator post.

Following a discussion it was agreed to recommend that the Committee discuss the responsibility for these items following the official transfer of the Welfare Field to the Town Council and when a final decision is made regarding the Projects and Events Development Co-ordinator post.

Communication with Electorate and P R Issues

Members engaged in detailed discussions regarding communication with the electorate and other P R issues including use of the Website, Facebook and Twitter and reports in the local press.

It was noted that there were some difficulties in uploading information on to the website.

Following the discussion it was agreed to recommend that the use of Facebook and Twitter accounts be suspended whilst the Town Council looked at the best way of moving forward with the website.

It was also agreed that a P R Group consisting of the Town Mayor, Councillors E H Eynon and S J Runnett and the Clerk be re-established for a three month trial period to manage information on the Website.

Issues Raised by Committee Chairmen

Councillor K A Major reported that as Chair of the new Planning and Communities Committee he had drafted for consideration terms of reference and responsibilities for the Committee.

It was agreed to recommend that the Planning and Communities Committee consider its own draft terms of reference and responsibilities

The Town Mayor referred to the following four items in his Mayoral speech

- Co-ordination of events for St Davids Day
- Active Citizenship - in order that younger members of the community can become more involved in the affairs of the community
- Fairtrade
- Campaign for the re-opening of the railway station at St Clears

Following a discussion it was agreed to recommend that incoming Town Mayors include in their speech information regarding the Town Council's strategies and programme of works

Councillor P J Rogers referred to the following items relating to the Environment Committee

- Open meeting on 11th December regarding the Heritage Trail
- Cleaner/Handyperson's post
- Possible structural problems at the War Memorial

Any Other Business

Code of Conduct

The Clerk reported on a communication from the Acting Deputy Monitoring Officer relating to Code of Conduct training for members.

It was agreed to recommend that the Town Council take advantage of Code of Conduct training that may be available from the Monitoring Officer.

Steering Committee Meetings

The Chairman requested members to consider items they wished to be placed on the agenda of the forthcoming meetings of the Steering Committee.

The Clerk reminded members that the next meeting of the Steering Committee was scheduled for Tuesday 4th December 2012 at 7.30pm.

Prior to the closure of the meeting the Chairman thanked members for their attendance.

Meeting terminated at 10.05pm.

