

## 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 8<sup>th</sup> May 2012 immediately following the Annual Meeting

#### **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, and Mrs J S V Rees.

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

#### **9. Apologies**

County Councillor P M Hughes had tendered his apologies

#### **10. Personal Matters**

The Town Mayor announced that his second granddaughter had been born earlier in the day.

#### **11. Declarations of Interest**

Councillor K A Major declared his interest in the following item:  
Planning Committee – Planning Application Ref W/26380 - Applicant's father and owner of the land.

#### **12. Minutes**

**RESOLVED that the minutes of the Town Council meeting held on 10<sup>th</sup> April 2012 be confirmed and signed as a true record subject to the following amendment to item 193 (vi):  
the addition of 'nor the elections held four years ago'.**

#### **13. Matters Arising**

i) 82 Red Telephone Kiosks

In response to an enquiry from Councillor P J Rogers the Clerk reported that the matter was in hand.

ii) 156 (ii) Overhanging Tree Branches

In response to an enquiry from Councillor Dr W E V J Davies the Clerk reported that the Town Council's concerns had been relayed to Meidrim Community Council.

iii) 197. (ii) Olympic Torch Route

The Clerk reported on a response from Carmarthenshire County Council stating that neither the County Council nor the Welsh Government had played a part in setting the route of the Olympic Torch which had been directly managed by the London Olympic Organising Committee and would not be amended.

iv) 201. (ii) St Clears Library

Members were informed that the County Council Library Services Manager had advised that it was unlikely that the opening hours could be extended in the current economic climate.

It was planned however to introduce a self service arrangement which would allow the Library to be open for longer so that people could make more use of the facilities. Users would be able to issue and return books themselves and could access the internet by using their library card and a password.

v) 202. (i) Former R and M Stores.

The Clerk informed Members of the content of a further E-Mail from Mrs S Griffiths. It was noted that neither the Planning Committee nor the Town Council had been provided with the names of the complainants.

**RESOLVED that an appropriate response be sent to Mrs Griffiths.**

#### **14. County Councillor' Report**

Members expressed their disappointment that County Councillor P M Hughes was not able to attend the meeting.

In discussion it was agreed that it was imperative that the Town Council worked in close partnership with the local County Council Member for the good of the area and that clear lines of communication needed to be established.

**RESOLVED that**

- **County Councillor P M Hughes be updated relating to all issues and concerns raised with the County Council by the Town Council and at the Drop In Sessions**
- **County Councillor P M Hughes be requested to provide responses to the issues by the next meeting of the Town Council**
- **that all future issues referred to the County Council be also formally referred to County Councillor P M Hughes**
- **that in the event of County Councillor P M Hughes not being able to attend Town Council that he provides a report for the meeting.**

#### **15. Clerk's Report**

##### **1. Welsh Government**

Information regarding Marine Conservation Zones

##### **2. Carmarthenshire County Council**

i) Local Council Elections 2012

- Revised Statement of Persons Nominated for St Clears Town Council
- Notice of Poll for display relating to County Council Election
- Result of Uncontested Election in respect of St Clears Town Council.

ii) Carmarthenshire Local Development Plan

Alternative Sites (Site Allocation Representations) Consultation.

iii) Guide to Invasive Weeds Booklet

iv) Collaborative Communities - Spring 2012 Newsletter

v) Information regarding

- Tywi Centre Open Day on 21<sup>st</sup> April 2012
- Heritage Grant Workshops relating to RDI Bids.

vi) Carmarthenshire Tourist Association

Invitation to attend the Carmarthenshire Tourism Summit Meeting on Thursday 17<sup>th</sup> May 2012 in Llanelli.

### **3. One Voice Wales**

Information relating to

- CCCW External Funding Newsletter
- Strong Roots Resource Booklet
- Local Government Boundary Commission for Wales Update
- Ombudsman's Casebook – Issue 8

### **4. Society of Local Council Clerks.**

Information relating to 2012 CPD Courses and Conferences.

### **5. Carmarthenshire Association of Voluntary Services (CAVS)**

Invitation to submit nominations for CAVS Volunteering Awards 2012.

### **6. Zurich**

Information relating to the Annual Local Council Advisory Service (LCAS) Seminars

### **7. Breast Test Wales**

Information that the Breast Screening Mobile Unit would be sited at St Clears until the end of June 2012.

### **8. Fairtrade Wales -Newsletters**

### **9. Welsh Game Fair – 16/17<sup>th</sup> June 2012 – Newsletter**

### **10. Inside Government**

Information regarding Sustainable Housing Forum to be held on 26<sup>th</sup> June 2012 in London

### **11. Unlock Democracy**

Request for members to express their concerns regarding the delay relating to the Sustainable Communities Act regulations.

### **12. Coach Tours UK**

Invitation to advertise in Coach Tour UK magazine.

**RESOLVED that the matter be referred to the PR Sub Committee.**

### **13. My Colony**

Information regarding web based allotment management system

### **14. Publications**

- Yr Ardd – National Botanic Garden of Wales Magazine – Spring 2012 issue
- Play for Wales - Spring 2012 issue
- Clerks and Council Direct – May 2012 issue
- The Clerk magazine – SLCC magazine – May 2012

### **16. Planning Committee**

i) Councillor S J Runnett reported on a meeting of the Planning Committee held on 23<sup>rd</sup> April 2012.

**RESOLVED that the Report of the Planning Committee meeting held on 23<sup>rd</sup> April 2012 (Appendix A attached) be accepted and the recommendations approved.**

With regard to the item relating to the Old Market Surgery Councillor Dr W E V J Davies reported that the stone plaque on the building needed to be tidied up.

#### **17. Finance Committee**

Councillor R G Edwards reported on a meeting of the Finance Committee held on 30th April 2012.

**i) RESOLVED that the Report of the Finance Committee meeting held on 30th April 2012 (Appendix B attached) be accepted and the recommendations approved.**

Councillor Mrs J S V Rees reported for information that since the meeting the St Clears Community Association's bid for grant aid for the Diamond Jubilee events had not been approved.

#### **18. Environment Committee**

i) Councillor P J Rogers reported on a meeting of the Environment Committee held on 30th April 2012.

**RESOLVED that**

**i) the Report of the Environment Committee meeting held on 30th April 2012 (Appendix C attached) be accepted and the recommendations approved.**

**ii) that following investigations the Town Council only proceed with the acquisition of a St Clears Town Flag if the cost was reasonable.**

#### **19. Correspondence**

i) The Clerk reported that a letter had been received from Nerys Evans and Sara Jenkins giving a brief report of the Wales Cricket Development Tour of South Africa and thanking the Town Council for the financial contribution.

ii) Members were advised that a letter of thanks had been received from the Dyfed Powys Crime Prevention Trust in respect of the financial contribution for the Bobby Van Scheme.

#### **20. Retiring Town Mayor's Report**

Councillor C M Davies reported on civic events and engagements during his last month in office.

#### **21. Revised Standing Orders**

The Clerk referred to the revised draft Standing Orders approved by the Steering Committee and circulated to Members at the April meeting of the Town Council.

**RESOLVED that the revised Standing Orders for the Town Council be approved**

#### **22. Draft Equal Opportunities Policy**

The Clerk reported that it had been necessary to formulate an Equal Opportunities Policy for submission with the RDP bid for funding for the proposed Projects and Events Development Co-ordinator post.

The draft policy, which had already been circulated to Members, had been approved by the Chairman and Members of the Steering Committee.

Following a discussion it was

**RESOLVED that the Equal Opportunities Policy be approved in principle subject to review.**

### **23. Draft Environmental Policy**

Members were informed that it had been necessary to formulate an Environmental Policy for submission with the RDP bid for funding for the proposed Projects and Events Development Co-ordinator post.

The draft policy, which had already been circulated to Members, had been approved by the Chairman and Members of the Steering Committee.

Following a discussion it was

**RESOLVED that the Environmental Policy be approved in principle subject to review by the Environment Committee.**

### **24. Articles and Comments relating to Town Council**

The Clerk referred to discussions at the April meeting of the Town Council regarding concerns raised by Members in conjunction with articles and comments relating to the Town Council on a local website and reported on discussions with the County Council Monitoring Officer and One Voice Wales regarding the matter.

**RESOLVED that the advice and recommendations of the Monitoring Officer and One Voice Wales be noted.**

### **25. Any Other Business**

#### **i) Marquees**

It was reported that a request had been received from the St Clears YFC Show Committee for the hire of the two Marquees for the annual Show.

Following a discussion it was

**RESOLVED that permission be granted for the St Clears YFC Show Committee to use the Marquees free of charge provided that all costs relating to the delivery, erection and the removal of the Marquees by the Town Council's Contractor be borne by the Show Committee.**

#### **ii) Civic Service**

The Town Mayor reported that it was proposed to arrange a Civic Service at Gibeon Chapel on Sunday 15<sup>th</sup> July with light refreshments at Bancyfelin Hall following the Service

Meeting terminated at 9.40pm

**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 Monday 23<sup>rd</sup> April 2012 at 4.00pm.**

**Present:** Councillors: L L ap T Davies, Mrs J S V Rees and S J Runnett.

In the Chair Councillor S J Runnett

**Apologies**

Apologies were received from Councillors C M Davies and K A Major.

**Declarations of Interest**

No declarations of interest were recorded.

**Planning Applications**

**New Applications:**

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

- i) W/26380 Full Planning – Proposed dwelling (re-submission of W/26059) on land to the rear of the White Lion Inn, Pwlltrap, St Clears for Mr Andrew Major

**RESOLVED that the Town Council offer no adverse comments and support the revised proposal.**

- ii) W/26412 Full Planning – Extension to existing agricultural building to create new milking parlour at Talfan, St Clears for Mr Kevin Jones.

**RESOLVED that the Town Council offer no adverse comments and support the proposal.**

- iii) W26413 Full Planning – Internal slurry pit with means of access at Manor Farm, St Clears for Mr and Mrs Owens

**RESOLVED that the Town Council offer no adverse comments and support the proposal.**

- iv) W26434 Full Planning – Proposed two storey extension to rear of dwelling with conservatory to front at Llwyndu, Lon Llysalaw, Pwlltrap, St Clears for Mr Emyr Jenkins.

**RESOLVED that the Town Council offer no adverse comments on the proposal**

**Any Other Business**

i) Unauthorised change of use at the Mezzanine, High Street, St Clears

The Clerk reported for information that the County Council Head of Planning had advised that the site had been visited and that the owner had been requested to submit a planning application for the change of use within 28 days.

ii) Installation of Cladding at Old Market Surgery, St Clears

The Clerk reported for information that the County Council Head of Planning had advised that the site had been visited and the owners had been requested to provide clarification over the works undertaken.

Meeting terminated at 5.10pm

**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 Monday 30th April 2012 at 6.00 pm.**

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

Also in attendance as observer Councillor L L ap T Davies.

In the Chair Councillor R G Edwards.

**Apologies**

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

**Declarations of Interest**

No declarations of interest were recorded.

**Budget Monitoring**

Members were provided with the latest position relating to income and expenditure for the 2011/12 financial year together with copies of bank statements and bank reconciliation statement as at 31<sup>st</sup> March 2012.

The Clerk reported receipt of the first instalment of the 2012/13 precept in the sum of £23,796.66

**Payments**

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

- 103105 Carmarthenshire County Council - £770.00 – Rent and Room Hire  
(Rental of Mayor's Parlour 1.10.11 – 31.3.12 - £750.00  
Room Hire 15.3.12 - £20.00)
- 103106 Medway Building Contractors - £1,949.27 – Supply and erection of timber  
fencing - Children's Play Area, Welfare Field.
- 103107 St Clears Pharmacy Ltd - £14.50 – Long Hand Reacher
- 103108 Lynn Bowen - £170.98 - Postage and Telephone Calls for period 1.10.11 to  
31.3.12
- 103109 N and J James - £80.00 - Erection and Collection of Market Stalls – 13.4.12  
and 27.4.12
- 103110 Lynn Bowen - £1,188.27 – Clerk's Salary May 2012
- 103111 Choice Stationery Supplies Limited - £8.67 - Ink Cartridges  
(Reimburse L Bowen)
- 103112 J N Williams Ground Maintenance Ltd - £500.00 – 1<sup>st</sup> Instalment Re  
Grounds Maintenance Contract 2012/13

### **Any Other Business**

i) The Clerk referred to previous discussions relating to the provision of limited financial support to St Clears Community Association to fund the Diamond Jubilee events in the event that the Community Association was not successful in its bid for grant aid.

He reported that a communication had been received from the Community Association advising that the application for grant aid had not yet been approved and requesting an advance of £500 to assist with the purchase of items for the events. Following a discussion it was agreed to recommend that the Community Association provide a list of requirements and in the event that grant aid was not forthcoming that the Town Council look at the possibility of providing the items.

ii) Members were advised that a request had been received from Pendine Carnival Committee for the hire of the Stalls on 4<sup>th</sup> June 2012.

Following a discussion a charge was agreed for the hire of the Stalls.

iii) The Clerk reported for information that the Annual Return had been received from BDO and that it was a requirement that the Town Council approve the accounting statements and confirm the annual return before the 30<sup>th</sup> June 2012.

iv) The Clerk reported for information that Mr Keith Jenkins had re-commenced his services as Cleaner/Handyperson with effect from 2<sup>nd</sup> April 2012 and that the Environment Committee would be reviewing his duties and hours of employment.

On behalf of the Finance Committee Councillor E H Eynon thanked the Chairman for chairing the Committee since its inception four years ago and also wished to acknowledge Councillor B J Jenkins' contribution to the Committee.

The Chairman thanked members of the Committee for their support over the last four years.

Meeting terminated at 7.15pm.

**St Clears Town Council**

**Minutes of a meeting of the Environment Committee  
held in Y Gât/The Gate, Pentre Road, St Clears  
on Tuesday 30<sup>th</sup> April 2012 at 7.15pm.**

**Present:** Councillors: T W Brown, Dr W E V J Davies, P J Rogers, Mrs L M Owen and K A Major

Also in attendance as observer Councillor L L ap T Davies.

In the Chair Councillor T W Brown.

**Apologies**

Apologies had been received from Councillor C M Davies (Town Mayor)

**Declarations of Interest**

No declarations of interest were recorded.

**QE2 Playing Fields Initiative**

The Chairman referred to the meeting held on 17<sup>th</sup> April 2012 between representatives of the Environment Committee and Mr Rhodri Edwards, Manager Fields in Trust/Meysydd Chwarae Cymru to discuss the above.

Mr Edwards noted that the Town Council wished the following areas to be nominated for inclusion as protected green spaces.

- Land alongside Peillac Way
- Former St Clears Corporation Land
- Banc y Bailey Recreation area
- Welfare Field, Station Road.

Following a discussion it was agreed to proceed with the Welfare Field and Banc y Bailey areas initially – further investigations to be made regarding the possibility of the other areas being nominated at a later date.

The Clerk reported that following the meeting he had received from Mr Edwards the necessary documentation for completion.

The Town Council/St Clears Athletic Association would need to complete the documentation in respect of the Welfare Field and the Chairman confirmed that the St Clears Juvenile Sports Committee would be completing the documentation for Banc y Bailey.

It was agreed to recommend that the matter be progressed.

**Planting of Trees to Celebrate the Queen's Diamond Jubilee**

The Clerk reported on the ownership of the land adjacent to Peillac Way

It was agreed that the matter be deferred for discussion at a future meeting of the Committee.

**Cleaner Handyman Post**

The Clerk reported that Mr Keith Jenkins had re-commenced duties as Cleaner/Handyperson with effect from 2<sup>nd</sup> April 2012.

It was agreed to recommend that following the Annual Meeting of the Town Council the Chairman of the of the Environment Committee and Clerk meet with Mr Jenkins to discuss and review the hours of work etc.

#### **Trees at War Memorial**

The Chairman reported that the Gardening Club had commenced work relating to the maintenance of the trees at the War Memorial. They were however experiencing difficulties in reaching the higher branches.

#### **Provision of Seating Blocks at the Skateboarding Area.**

It was reported that the concrete seating blocks had now been delivered and sited. An Officer from the County Council had been present when the blocks were sited to advise on their location in order to comply with health and safety regulations. It was agreed that arrangements be made with QinetiQ to give the matter some publicity.

#### **Inspection of Children's Play Area and Skateboarding Area.**

The Clerk referred to discussions at the April meeting of the Town Council regarding the inspection of the Children's Play Area at the Welfare Field and the Skateboarding Area. He reported that he had now received the 2011/12 inspection reports and arrangements had been made for the Town Council to be provided with monthly inspection reports in future.

The Chairman and Councillor P J Rogers reported on recent discussion with an Officer of the County Council regarding the inspections and reporting mechanism.

#### **Former Swan Hotel Garage**

The Clerk reported that investigations were ongoing relating to concerns that the right of way to the river at this location had been fenced off.

#### **Town Clock**

It was reported that arrangements had been made to unveil the plaque on the Town Clock in memory of the late Councillor Peter Lewis on Saturday morning 8<sup>th</sup> May 2012 at 11.00am.

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

The Clerk reported that arrangements were being made to meet with officers of the Environment Agency regarding the siting of the Picnic Tables.

#### **Ffordd Peillac Way**

Members were advised that arrangements were in hand for members of the Environment Committee to meet with Officers of the County Council/Rangers and Officers of the Environment Agency regarding the maintenance of Ffordd Peillac Way and in particular the need to cut back of the Himalayan Balsam.

Councillor Dr W E V J Davies reported that a local farmer had expressed his concerns regarding the possibility of cattle crossing the river and accessing the road via Ffordd Peillac Way.

It was agreed to discuss the matter at the meeting with Officers of the County Council and Environment Agency.

### **Water Pumps**

The Chairman provided members with information regarding the 'Archwilio' website which is an online access system to the Historic Environment Records (HER) of Wales.

It was agreed to investigate whether HER could be of assistance with the proposed refurbishment of the water pumps.

The Clerk reported that was awaiting information also from a local historian

### **Dog Fouling**

Councillor K A Major expressed his concerns regarding the dog fouling on Ffordd Peillac Way.

The Clerk confirmed that following the last meeting the matter had been taken up with the County Council Officers.

It was noted that new signage relating to dog fouling had been provided at Llaindelyn Road and it was agreed to request that similar signage be provided in other areas.

The Clerk informed members that a local resident had also been pressurising the County Council regarding the provision of signage and dog waste bins.

### **Any Other Business**

Grounds Maintenance etc Contract 2012/13

The Clerk reported that J N Williams Ground Maintenance Ltd had not included in his tender price an amount for the mowing of the grass on the riverside adjacent to the Car Park and Skateboarding Area.

He had subsequently submitted a quotation of £250 to carry out the work.

It was agreed to recommend that the quotation be accepted.

South Wales Trunk Road Agency

The Clerk reported on the receipt of further information from the SWTRA Landscape and Environmental Co-ordinator relating to the tree management at the St Clears roundabout.

Councillor P J Rogers proposed that the Town Council have further discussions with SWTRA regarding the banks on the A40 road near the A40 bridge.

Provision of Additional Flower Troughs at Bancyfelin

Councillor Mrs L M Owen reported that BECT had provided additional flower troughs at Bancyfelin and would be making arrangements for their planting.

Footpath to Rear of Banc y Bailey

It was noted that complaints had been received that a local disabled person in a motorised wheelchair was unable to use the above footpath.

The Clerk reported that the matter had been referred to the County Council who had confirmed that arrangements would to be made for the fencing alongside the existing kissing gate to be removed in order to allow disabled access.

Flagmaster

The Clerk reported that Councillor T W Brown had agreed to continue as Flagmaster following the local elections with assistance from Town Council members.

Members expressed their gratitude to Councillor T W Brown for undertaking the task.

Following a proposal from Councillor L L ap T Davies it was agreed to recommend that the Town Council investigate the possibility of acquiring a St Clears Town Council flag.

Prior to the closure of the meeting Councillor P J Rogers thanked Councillors T W Brown and Mrs L M Owen for their valuable contribution to the Environment Committee.

Meeting terminated at 8.30pm