

**Minutes of the Ordinary meeting of Full Council
(FC) held at the Gate, Pentre Road, St Clears on
Tuesday, 21st November 2023 at 6.30pm**

Members Summoned and Present: Cllrs Dr WEVJDavies, GADavies (Mayor), RGEwards, OGrant, FLanc, JMiller, TMcDermott, JRees, PJRogers, IThomas-Wigley.

In attendance: Press (0), Members of the public (3), Carmarthenshire County Councillors (1)

565. **Apologies. RESOLVED to accept apologies from Cllr JMiller and IPrice.**

566. **Personal Matters. None**

567. **Declarations of Interest.** Item 572, Planning – Cllr FLanc.
Item 573, Ten Town Grant – All Town Council members.

568. **Presentation from St Clears Men's Shed.** A member of the Men's Shed gave a brief presentation regarding the purpose and benefits of the StClears Men's Shed. It supports the communication needs of men and offers them the opportunity to share their diverse set of skills within the group. For example, wood turning using a lathe. The group have made some Christmas candle holders and other items to raise funds. They've also undertaken some volunteering projects within the community (E.g., painting the skate & play park and signage). The group are looking for a more permanent base/location so that they may meet regularly to communicate, share skills and support each other. The Mayor thanked the Men's shed and acknowledged the quality of the volunteering work completed to date and informed that the Town Council would support the group by doing what was possible and practical, and wished them every success moving forward.

Cllrs PJRogers, RGEwards, IThomas-Wigley, Dr WEVJDavies and CMDavies joined the meeting during the presentation.

569. **Presentation from Alex Nicholson 'Food for Thought' project.** Alex Nicholson gave a brief background to the project and the work that Carmarthenshire Association of Volunteer Services undertake and what they may be able to offer the Town Council. E.g. training, workshops (cooking on a shoestring) and seeds for growing. They also work with the Trussel Trust and can assist in bringing different charities together to support the wider community. The pending 'Food for Thought' event due to be held on Thursday, 23rd November 2023 between 4-6pm would allow the opportunity for key questions to be asked of the attendees to gather their ideas as what they'd like to see being undertaken as community projects in the area. Alex thanked the clerk for being so efficient and organised in assisting with the planning and arranging the event and complemented the Town Council on

being pro-active. The Mayor thanked Alex for her input and noted that the community were looking forward to the event and working together to see what projects could be done in future.

570. **To confirm the minutes of the Ordinary meeting of the Full Town Council (FC) held on 17th October 2023.** Cllr RGEwards proposed, and Cllr TMcDermott seconded the motion that the minutes of the Ordinary meeting of the Full Town Council (FC) held on 17th October 2023 be approved as an accurate record. **RESOLVED to adopt the minutes of the Ordinary meeting of the Full Town Council (FC) held on 17th October 2023 as an accurate account.**

571. **Matters arising (exchange of information only)**

Item 527, Recommencement of the warm space successful with several residents attending weekly. Last event due to be held on Thursday, 21st December 2023.

Item 529, Environment group and green gym. Further information to be sought on this prior to proceeding.

Item 543d Item resolved and contact made with Juvenile Sports group.

572. **To receive the County Councillor's Update.** Cllr CJones mentioned that the Local Authority will be holding budget setting meetings during the next few weeks. The main prioritise that must be funded include education and social care. As a result of these increased costs some other services may be affected or one option would be to increase the community tax levy in order to maintain these other services or delegate some services to the Town Councils, which in turn could impact significantly on the Town council's budget. The timing of these decisions does not permit the Town Council to fully consider potential amendments pre-setting their own budget for the Civic year 2024/25. Concerns raised as to how services are shared around the county so that different services are accessible to all.

Welsh Assembly Government, Road transport safety consultation document to be circulated to Town Council members for completion.

Planning PL/03374. Questions raised as to the discharge of different conditions and the monitoring of these by the Local Authority planning department. It was noted that there is a large amount of biodiversity planned for the site. Carmarthenshire County Council to adopt the road and then all services such as water/sewerage become the responsibility of the County. SUDs report not available at present. County representative to look further into this matter and report back to Town Council.

573. **To receive an update on the Ten Towns Capital Grant application.** Ten Town Revenue Grant application approved. Outcomes to be monitored and as such subgroups to be set up to manage different aspects. Capital grant application near completion and should be submitted by the end of the week

once the business plan has been finalised and the application reviewed prior to submission.

The Gate lease is finally completed. The Mayor thanked everyone past and present for their diligence and commitment in finalising what has been a long, drawn-out process. The Town Council is to manage the day to day running of the building. With a united attitude and everyone contributing Council can work towards ensuring the success of the Gate. A coordinator has been appointed and accepted the role in principle. Cllr PJRogers, GADavies and clerk had a successful meeting with Mathew Thomas, (TThomas Letting Agent) and the units and café tenders have been released. To speed up the process and ensure compliance a request had been made to engage a solicitor to draft the sub-leases. Cllr OGrant proposed, and Cllr Flanc seconded that Council engage a new solicitor for a short-term period to draft the under-leases for the units. **RESOLVED to engage a new solicitor for a short-term period to draft the under-leases for the units and contact TThomas lettings to update Gate café typing error advert with correct figures.**

Town Council awaiting further update on rateable value and amount of rates to pay. One meeting room under review and awaiting feedback in respect of decoration and improvements. Carmarthenshire County Council has agreed to pay for motion sensors, transfer to LED light fittings and push taps. Booking fees agreed at £15.00 per hour with a reduced £10 per hour community association rate.

574. **To approve Council's asset register.** Cllr TMcDermott proposed, and Cllr OGrant seconded the motion to approve the Town Council's asset register. **RESOLVED to approve the Council's asset register (appendix i).**
575. **To approve a Risk assessment and schedule.** Cllr GREdwards proposed, and Cllr CMDavies seconded the motion to approve Risk assessment and schedule for the Twon Council. **RESOLVED to approve a Risk Assessment and schedule for the Town Council (appendix ii).**
576. **To approve the sub-committee reports**
- a) **Environment committee.** Cllr OGrant led on this and confirmed that the sub-committee had approved replacing two benches at Bancyfelin and the picnic bench at St Clears carpark river side, which was damaged during the summer.
Amendment: Cllr FLanc informed Town Council about Carmarthenshire County Council's community tree planting project, and invited the members to get involved in planting trees along the river walk. RESOLVED to approve the Environment committee report as an accurate record with the afore mentioned amendment included.
- b) **Community, Finance and General-Purpose committee.**
Cllr GREdwards led on this and informed members about the up-and-coming Christmas event. Events include Santa's Grotto in the Gallery and Santa's

workshops in the café area. Ysgol Griffith Jones and Whitland male voice to entertain. TROTS to manage Santa's fancy dress fun run. Alpacas at Market square and market stalls at Lewis & Lewis carpark. Thank you to CK's Food stores and SPAR for their kind donations and to everyone for their support and in particular to St Clears Community Association.

Digital Accounting. Council agreed to go digital with the Town Council's accounts. Following a month's free trial, it was **RESOLVED to proceed with Xero as the digital provider at a monthly cost of £30. Platform facility and cost to be shared with the Gate when jointly operational.**

Correction: Item 561, Official photographs - Declaration of Interest, Cllr JRees. RESOLVED to approve the Community, Finance and General-Purpose committee report as an accurate record with the afore mentioned correction included.

STANDING ORDERS PROPOSED to conclude matters.

- 577. **To receive the Clerk's Report**
 - I. **Carmarthenshire County Council**
 - (i). **Planning/Licensing.**

PL/06724 25/10/2023	Approval of details reserved by a condition. Discharge of Conditions 4 (Landscape Ecological Management Plan LEMP), 5 (External Lighting), 7 (Facing brick and boundary treatment samples), 18 (Travel Plan), 22 (Landscape Design Scheme) and 24 (southern boundary treatment) on PL/03374 (Residential development of 64 dwellings together with access, landscaping, drainage, and associated works) granted 9th October 2023	Land to the west of High Street, St Clears, Carmarthen	Under Consultation	Consultation Period
PL/06728 25/10/2023	Lawful development: Existing use. Certificate of Lawful Development for an existing use of confirmation of the existing use of the building for dwelling house purposes	Hen Capel Mair, Bridge Street, St Clears, Carmarthen, SA33 4EN	In Review	Awaiting Decision
PL/06751 27/10/2023	Removal/Variation of a condition. Variation of condition no. 8 of Approval of Reserved Matters Permission PL/04746 (submitted in pursuance of Outline Planning Permission W/38125 (allowed at appeal Ref: APP/M6825/A/20/3249883) to permit access to the site for a temporary period during construction work	Land south of Dol Y Dderwen, Llangain, Carmarthen, SA33 5BE	Under Consultation	Consultation Period
PL/06782 26/10/2023	Tree Works: Trees in conservation areas/subject to TPOs. Tree Works in Llansteffan Conservation Area: Felling of 3 trees, 2 x very overgrown laurels and 1 x overgrown cherry which are damaging the old garden wall (on the vicarage side)	The Elms, Church Road, Llansteffan, Carmarthen, SA33 5JT	In Review	Awaiting Decision
PL/06825 16/11/2023	Full planning permission. The application involves the construction of a commercial kitchen and ancillary cafe with associated access and car parking provision	Land north of Parc Y Lan, Llangynog, Carmarthen, SA33 5DG	Under Consultation	Consultation period
PL/06843 14/11/2023	Prior notification: Building (agricultural / forestry). Replace existing machinery and equipment storage building with two steel frame bays which would be of the same profile and adjoin the building approved Consultation Period under planning reference PL/04463	Heronbrook, St Clears, Carmarthen, SA33 4AR	In Review	Awaiting Decision

RESOLVED to only include planning for the town of St Clears, which the Town Council is permitted to send observations on and not planning within the ward area. Cllr CJones to provide further information in respect of PL/06724 and discharge of conditions. No observations in respect of PL/08726.

2. One Voice Wales

GOVERNANCE AND POLICY PRACTICE DEVELOPMENT OFFICER (37 Hours per week) – Permanent. The job description and application form for this post is contained on the front page of their website.

578. **To receive the financial report.** Cllr JRees proposed, and Cllr OGrant seconded the motion to accept the financial report. **RESOLVED to accept the financial report.**

579. **To approve accounts for payment.** Cllr JRees proposed, and Cllr OGrant seconded the motion that council approve the accounts for payment. **RESOLVED to approve accounts for payment.**

SCHEDULE OF PAYMENTS					
21 November 2023					
Cheque/BACS/DD	Payee	Details	Cost (inc V	Gate	VAT £
BACS 893	J.Miller	Members Allowances 2022/23 & 2023/24	306.00		
BACS 895	Staff	Salary/Reimbursement etc	3678.57		113.43
BACS 896	JN Williams	Grounds Maintenance at Welfare Field	420.00		70.00
BACS 897	JN Williams	Grounds Maintenance and delittering	819.60		136.60
BACS 900	Wembley Storage	Storage Container September	110.00		
BACS 901	One Voice Wales	Training F.Lanc Module 8	38.00		
BACS 902	Scottish and Southern Energy	Christmas Lighting Supply charges	459.48		21.88
BACS 903	M.P. Window Cleaning Services	Pressure Washing War Memorial area	400.00		
BACS 904	CCC	Replace fixing (BACS881)	55.80		9.30
BACS 905	CCC	Replace damaged surface to spinner (BAC	93.00		15.50
BACS 906	CRES	Sept/Oct refuse collection		161.14	
BACS 907	We Care Cleaning Services	Gate deep clean		695.20	
DD	CCC	Recharge of electricity costs at Gate		2062.75	98.23
DD	CCC	Monitoring service by Dyfed Alarms		232.00	38.67
DD	Three	Mobile phone	15.60		2.60
DD	CCC	Gate Rates £6733.88 01/07/23_31/03/24 monthly fee		962.00	
DD	Welsh Water	Water Rates Oct		60.00	
			6090.05	4173.09	506.21
NOTES					
Receipts since last meeting date :					
	Payee	Details	TOTAL AMOUNT	GATE AMOUNT	
	CCC	Precept			
	St Clears AFC Juniors	Use of Welfare field	400.00		
	Redhill School	Use of Welfare field	35.00		
	St Clears AFC Seniors	Use of Welfare field	200.00		
	St Clears Scouts Hut	Ground rent 2022/23			Outstandin
	St Clears Scouts Hut	Ground rent 2023/24			Outstandin
	Hywel Dda Health Board	Room rental (Dewi)			Outstandin
	CCC	Room rental (Gallery)			Outstandin
	MIND	Gate rental April-Oct 23		300.00	
	Denise Askew	Unit 2 Rental July-Oct 23		320.00	
	Barclays	Interest			
	Evacchair		192.00		
	CCC	Gate subsidy			Outstandin
		Total	£827.00	£620.00	

580. **Correspondence.**

a) CFGP – Community Events Chest applications – **DEFERRED to next meeting of CFGP committee.**

b) Toybox appeal – **DEFERRED to next meeting of CFGP committee.**

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

Cllr TMcDermott attended the Dyfed Powys Police Crime Plan 2021-25 open doors event and shared the main topics discussed: Sexual Harassment/Stalking, Domestic Abuse and Drug related incidents. Town Council wish to consider forming a broader group of Councils so that they may link with, report and meet with the Police to discuss key matters that affect St Clears.

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

The Town Mayor attended the entertaining St Clears Jazz night in support of Parkinsons charity.

The Mayor had attended St Clears RBL branch Poppy party and the Remembrance weekend events (Church service, wreath laying and lunch). The Mayor thanked the Councillors for supporting the Remembrance event. Mayor invited the 2nd Beavers to meet her at the Mayor's chamber and listen to the story about the 'Twrch Trwyth' (St Clears Boar).

583. Matters for the next agenda (exchange of information only).

Police – wider group initiative.

There being no other business the Mayor closed the meeting at 21:48hrs

Appendices

Appendix i

Asset	Purchase Cost/ Sum Insured	Date acquired	Estimated Current Value	Date disposed of	Proceeds	Comment
Street furniture:						
Pillar George Clock	14,546.38	2008				
Sculpture	15,339.79	2008				
12 Interpretation Panels	12,000.00	2014				
Seat	5,036.38	2008				
War Memorial	40,789.32					
Picnic Table & 3 benches	1,600.00	2014				
Notice Board	1,300.00	2014				
Notice Board Bancyfelin	5,715.00					
Welfare Field - Play Equipment	40,000.00					Additional fencing for community garden £2000 (2022)
Welfare Field - Exercise equipment	10,000.00					Removed to storage 2022
Skateboard Park	50,000.00					
Defibrillators x 4	5,100.00	2019				
Seats x2	1328.92	Aug-22				Peillac Way
Planters x4	2,688.00	Mar-22				
Planters x4	2,832.00	Jul-23				
Civic:						
Mayors Chain & Pendant	8,741.82					Re-evaluation required 2023/24
Mayores' Chain of Office	4,058.39					
Deputy Mayor's Chain of Office	579.15					
Contents of Mayors Parlour	9,276.16					
CCTV DVR unit, Monitor & 6 cameras		2007	written off			
CCTV DVR unit, Monitor & 10 cam	6,234.00	2018				
CCTV additional 3 camera	1,698.00	Aug-23				
Christmas lights	0.00	2009		disposed of 2017		
Office:						
Printer (Brother)	0.00	Jan-14		disposed of 2019		
Printer (Brother)	200.00	Jan-19				
Photocopier (Toshiba)				written off		
Laptop (Toshiba)	0.00	Jan-14		written off		
Laptop (Lenovo) Black	250.00	Jan-16				In storage
Laptop (Lenovo) Silver	207.50	Dec-18				In use
Laptop (Aser) Silver	599.00	2022				In use
Samsung mobile phone	149.00	Apr-21				In use

Event Equipment						
52 x Crowd Control Barriers	816.39	2009	15 disposed of due to poor condition			figure reduced to reflect disposal. (52-15=37)
Santa's Sleigh	1,125.51					
2 x Marquees	2,251.01					no longer in use
New small marquee	599.90					no longer hired out.
Pop up gazebo	399.00	2017				
PA system	219.00	2017				
Portable PA System	337.65					not in use
Radio System	0.00					written off
3 x Stalls (with sides)	4,957.16	????				no longer hired out
12 x Trestle Tables & 12 Chairs	677.49	????				no longer hired out.

Appendix ii

St Clears Town Council Risk Schedule



SCTC Risk Schedule			
Item	Frequency	Last Reviewed	Comments/ Actions
Insurance			
Public and Employers' Liability	Annual	May 23	
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
War Memorial	Annual		
Cover for Community Assets (as detailed on register)	Annual	May 23	
Skate Park and Play Equipment	Annual		
Safety Checks			
Equipment Electrical Safety Check	Annual		PAT test (Gate)
Inspection of Skate Park and Playground Equipment by Qualified Inspector	Annual		As arranged with CCC
Other Inspections/Maintenance:			
Inspection of Playground Equipment by CCC (Contract)	Fortnightly	Fortnightly	CCC SLA
Tree Maintenance – Play area	Annually and as Required		Tree inspection to be carried out WF & Car park
Financial Matters:			
Banking Arrangements	Annual	Nov 2023	Xero: Digital Accounting
Insurance Providers	Annual	May 23	Hiscox Insurance Company Ltd (Gallagher)
VAT Return Completed/Submitted	Annual	Apr 23	
Additional Audit Fee	Annual	Pending	
Annual Salary Review	Annual	Jan	
Bye-elections	Annual		
Other:			
Budget Agreed, Monitored and Reported	Annual	Monthly	
Precept Requested	Annual	Jan 23	
Payments Approval Procedure	Annual	Monthly at Council (FC)	Schedule of Payments
Bank Reconciliations Overseen By Councillors	Annual	Monthly at Council (FC)	
Clerk's Salary Reviewed and Documented	Annual	Jan 23	Appraisal
Use of Home as Office Allowance	Annual	Monthly	As per HMRC guidelines
Chairman's Allowance Reviewed and Agreed	Annual	Jan 23	
Members' Allowance Reviewed and Agreed	Annual	Oct 23	
Internal Audit	Annual	May 23	Report pending (Llewellyn Davies Accountants)
External Audit	Annual	June 23	Audit Wales (report pending)
Internal Check of Financial Records	Annual	Monthly at Council (FC)	

St Clears Town Council

The Gate, Pentre Road, St Clears, Carmarthenshire, SA33 4AA

07468456077  clerk@stclearstowncouncil.co.uk

Record Keeping:			
Minutes Properly Numbered etc	On-going		Agenda Items numbered for FC meetings and committee meetings
Asset Register Available/Updated	On-going	Nov 23	
Financial Regulations Available/Updated	On-going	Oct 23	
Standing Orders Available/Updated	On-going	Oct 23	
Back-up Taken of Computer Records	On-going	Continuous	
Archived Computer Records	On-going	Continuous	
Employees and Contractors:			
Contracts of Employment	Annual		Review required
Contractors' Indemnity Insurance	On-going	Oct 23	Documents reviewed during tender process
Written Arrangements with Contractors	On-going	Oct/Nov 23	Contracts signed
Members' Responsibilities:			
Code of Conduct Adopted	On-going	Dec 23	Item recorded for Dec meeting
Register of Interests Completed and Updated	Annual	May 22	New Councillor complete upon declaration of office
Register of Gifts/Hospitality	On-going	Continuous	
Declarations of Interests Minuted	On-going	Continuous	

The information given above was agreed at the Town Council Meeting held on 21st November 2023 as being a correct record.

Signed: GADavies Date:21/11/23

Chairman: Annalyn Davies Agenda Item:575

Signed: CLloyd-Jenkins
Clerk: Catherine Lloyd-Jenkins