

**Minutes of the Ordinary meeting of Full Council (FC) held at  
Bancyfelin Village Hall  
Lon Cywyn  
Bancyfelin  
Carmarthenshire, SA33 5ND  
on Tuesday, 16<sup>th</sup> April 2024 at 7.00pm\***

---

**Members Present:** Cllrs Dr WEVJDavies, GADavies (Mayor), RDavies, RGEwards, OGrant, TMcDermott, JMiller, JRees, PJRogers,

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

**765. Apologies.** Cllr CMDavies, FLanc, IThomas-Wigley.

**766. Personal Matters.** Council extended condolences to Cllr CMDavies and family on their recent loss of a family member.

**767. Declarations of Interest.**

Item 770, Matters arising: Item 723 and Item 690 New build at High Street. Arrangements made for project manager to contact Cllr WEVJDavies directly for a site meeting.

Item 784 Community Youth Garden - Cllr TMcDermott.

Item 777, Y Gât cafeteria – All Councillors

Item 778, Y Gât bond – All Councillors

**768. Presentation by the Police. Deferred.**

**769. To confirm the minutes of the Ordinary meeting of the Full Town Council (FC) held on 19<sup>th</sup> March 2024.** Cllr JRees proposed, and Cllr Dr WEVJDavies seconded the motion that the Ordinary meeting minutes of the Full Town Council held on 19<sup>th</sup> March 2024 be adopted as a true record of proceedings.

**RESOLVED to adopt the minutes of the Ordinary meeting of the Full Town Council (FC) held on 19<sup>th</sup> March 2024 as a true record of proceedings.**

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

Item 723, New build at High Street – Update regarding the stone wall.

Item 728 Energy costs at Y Gât – important to review this regularly as part of financial review.

Item 732, Garden competition – as the clerk had been given a selection of bird boxes to choose from, these were presented to the members. It was agreed to opt for the burnt effect robin box to give to the garden competition winner.

**771. To receive the County Councillor's Update.** CCC housing consultation open (considering social and affordable housing). Members encouraged to complete and give their views. Local Authority's lettings policy based on need and clients selected from various bands.

Potholes on roads an issue. The matter is being addressed.

Members raised concerns that blind and partially sighted residents find it difficult to cross the road within the town as the only zebra crossing is not an audible pelican crossing.

Many vehicles park partly on the pavement which also restricts the path for these residents and others including those with pushchairs. This is a Police matter; therefore, it is important for all to report to acknowledge that there is an issue within the town.

**772. To approve the sub-committee reports.**

- b) **Community, Finance and General-Purpose committee.** Insurance cover noted - second year of three-year agreement to commence in June 2024. Y Gât management group agreed the purchase of a booking system, hiring agreement and feedback leaflets. Final arrangements for the waste recycling pending at Y Gât with standard bins at Welfare field and collection as normal.

*Cllr OGrant joined the meeting.*

- a) **Environment committee.** Skatepark repair costs agreed to contact other providers for quotes. Garden competition poster drafted ready for website, QR code to be added prior to circulating around community. War memorial-arrangements made for trees to be cut. Replacement benches at Bancyfelin arranged – awaiting information from highways. Footpath walk arranged for Saturday 27<sup>th</sup> April 2024, meet at Y Gât at 10am.

Cllr JRees proposed, and Cllr GAD seconded the motion that the reports for the Environment Committee and the CFGP committee meetings be adopted as a true reflection of proceedings. **RESOLVED to adopt the Environment Committee and the CFGP committee meeting reports.**

**773. To receive the Clerk’s Report.**

**Carmarthenshire County Council. (i). Planning/Licensing.**

<a href="#">RAR26614</a>	Minor Variation. Application to amend the licence plan to show the beer garden.	Fox & Hounds, High Street, Bancyfelin, Carmarthenshire SA33 5ND	Consultation begins 25/03/24	Consultation closes after 10 working days of the consultation start date.
<a href="#">PL/07492</a> 12/4/24	Change of use from holiday accommodation to ancillary home office	Fferm Felinfach, St Clears, Carmarthen, SA33 4DS	<b>Dyddiad Dechrau Ymgynghori:</b> 12/04/2024	<b>Dyddiad Gorffen Ymgynghori:</b> <b>03/05/2024</b>
<a href="#">PL/07493</a> 12/4/24	Change of use from holiday accommodation to ancillary workshop, storage, and home gym	Fferm Felinfach, St Clears, Carmarthen, SA33 4DS	<b>Dyddiad Dechrau Ymgynghori:</b> 12/04/2024	<b>Dyddiad Gorffen Ymgynghori:</b> <b>03/05/2024</b>

**No adverse comments for planning applications [RAR26614](#), [PL/07492](#), and [PL/07493](#).**

ii) Code of Conduct Training – 28<sup>th</sup> June 2024 at 2pm (virtual)

**2. One Voice Wales**

a) Training

General training dates forwarded.

Finance & Governance Toolkit training dates below.

<b>02/05/2024</b>	<b>Thursday</b>	<b>Finance and Governance Toolkit - Module 24</b>	<b>6.30- 8.00pm</b>
<b>11/06/2024</b>	<b>Tuesday</b>	<b>Finance and Governance Toolkit - Module 24</b>	<b>6.30- 8.00pm</b>

b) **Innovative Practice Conference**. The conference will be held during the day on **Wednesday 3 July 2024 at Hafod a Hendre, Royal Welsh Showground, Llanelwedd**. This annual conference is always an extremely popular event with councils across Wales. The Conference will be open to all Community, Town and City Councils in Wales, as well as to partner organisations and stakeholders. We hope all councils will discuss this event at your next available council meeting and to save this important date in your diaries; we will look forward to registering as many councillors, clerks and council staff as possible onto the conference when we send out further information in due course.

b) **Pre-Election timetable and Actions document circulated**. Practice Development Notes produced by OVW to help councils address important tasks around elections and publicity.

c) **OVW Annual Awards**. Congratulations to St Clears Town Council on winning the Best Devolution of Asset/Services award for the work being undertaken with Y Gât. An article will be published in the Cardi Bach.

**ACTION** – Council photo to be taken during the May meeting and an article sent to the Carmarthen journal. Details forwarded to Cllr C Jones to share information with the Local Authority.

**3. Y Gât**

**Week Beginning Wednesday 17<sup>th</sup> April.**

**Wednesday (17/04):**

10:30 - 14:30 - Multiply: Cooking Session (Scones) - turn up & enjoy an afternoon of cooking.

**Thursday (18/04):**

10:30 - 16:30 - Library Open

10:30 - 14:00 - Croeso Cynnes - free tea, coffee & cake

11:00 - 12:30 - Coffi a Chlone - opportunity for new Welsh learners to chat with Welsh speakers.

13:00 - 16:00 - Mind

**Friday (19/04):**

10:30 - 16:30 - Library Open

11:00 - 12:00 - Tai Chi in the Gallery - Lis Duffy (07972826296/ [Odyffydays@gmail.com](mailto:Odyffydays@gmail.com))  
 14:00 - 16:00 - Information Sharing Session - space available for free to organisations - email [gat@stclearstowncouncil.co.uk](mailto:gat@stclearstowncouncil.co.uk) for more info

**Saturday (20/04):**

Closed but space available for rent - email [gat@stclearstowncouncil.co.uk](mailto:gat@stclearstowncouncil.co.uk) for information.

**Sunday (21/04):**

Closed but space available for rent - email [gat@stclearstowncouncil.co.uk](mailto:gat@stclearstowncouncil.co.uk) for information.

**Monday (22/04):**

Space available for rent - email [gat@stclearstowncouncil.co.uk](mailto:gat@stclearstowncouncil.co.uk) for information

**Tuesday (23/04):**

10:00 - 13:00 - AGE Cymru Digital Session - more info from - [helen.bantock@agecymrudfyfed.org.uk](mailto:helen.bantock@agecymrudfyfed.org.uk)

10:30 - 16:30 - Library Open

**Action:** To consider that, under the Public Bodies (admission to Meetings) Act 1960, Sec 1 (2), the public and accredited representatives of newspaper be excluded from the meeting for whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Items 774, 775, 776, 777, 778, 779, 780, 782, 783.

**774. To receive financial report and initial accounts for consideration.** Cllr RGEwards proposed, and Cllr OGrant seconded the motion that the financial report and initial accounts be adopted and forwarded to the internal auditor. **RESOLVED to approve the financial report and initial accounts and forward to the internal auditor.**

F & R Com - General Admin (Fees, Ins. & Subs)	Total	Subscrip-	Prof fees	Insurance	Bank charges	ContFees	ContExp	
	3,038.42	323.00	0.00	2,121.02	0.00	483.00	131.40	
	Budget							
	5,885.25							
Var = (under) - (over)	2,626.83							
F & R Com - Civic, Election & Donations	Total	Mayor's Allow., Rec, Civic Exp	Election Expenses	Grants/Donations	Members Allowances	s137		
	1,850.00	300.00	0.00	1,550.00	0.00	0.00		
	Budget							
	7,284.58							
Var = (under) - (over)	5,434.58							
F & R Com - General Admin (Office) & Premises	Total	Travel	Advert/Print	Postage	Stationery	Printing	Copier	
	39,956.91	219.99	0.00	0.00	62.48	253.83	344.19	
	Budget	Website	Welfare Field	Phone bill	Roost/Room Hire	IT Equipment	Other	The Gate
	33,661.77	388.00	6,580.00	83.07	900.00	1,153.98	671.17	28,834.89
Var = (under) - (over)	-6,289.14							
	Total	Local Plan	LDP	Christmas Lights	CCTV Maint	Supporting	Community Events	
Var = (under) - (over)	-4,289.14							
Planning & Communities Com	Total	Local Plan	LDP	Christmas Lights	CCTV Maint	Supporting Com	Community Events Chest	
	19,046.03	0.00	0.00	12,507.00	989.20	1,353.95	1,300.00	
	Budget	Exhibition Costs	Equip	Storage	Town Wifi	Council Events		
	27,956.25	0.00	0.00	990.00	105.19	2,144.09		
Var = (under) - (over)	8,916.22							
Environment Com	Total	Public Lighting	Gen. Maint	Bus Shelter rent	Bus Shelter cleaning	Ground Maint Contract	Floral Display Contract	
	22,132.85	5,102.64	2,265.00	0.00	78.00	6,809.33	1,983.50	
	Budget	Play/Skate Inspect & Maint	Best Kept Garden Comp	Notice Board & Benches (Capital)	War memorial maint	De-littering		
	27,344.77	670.42	0.00	3,530.00	400.00	1,133.98		
Var = (under) - (over)	5,211.92							
Precept Reserves and allocated project funding								
Date	21-Jun							
Bank	58,148.76							

**775. To receive the Auditor General’s (Audit Wales) report.**

Members received the report from audit Wales and **NOTED** the audit opinion: **QUALIFIED, with no matters giving cause for concern.**

Council acknowledged that some of the assertions were due to delays in receiving the internal auditor’s reports and non-publication of members declaration of interest forms on the Council’s Website. **ACTION** - matters to be addressed accordingly. Other recommendations include the Mayors Allowance. **ACTION** - wording to be addressed in financial report on digital platform Xero. VAT issue void as the original invoice does include a valid VAT number.

Cllr RGEwards proposed, and Cllr JPRogers seconded the motion that the report be accepted, and recommendations actioned. **RESOLVED to accept the external auditor’s report and address recommendations.**

*Cllr RDavies left the meeting.*

**776. To approve accounts for payment.** Cllr JPRogers proposed, and Cllr TMcDermott seconded the motion to approve the accounts for payment. **RESOLVED to approve the accounts for payment.**

SCHEDULE OF PAYMENTS					
16 April 2024					
Cheque/BACS/DD	Payee	Details	Cost (inc VAT) £	Gate	VAT £
BACS 01	JN Williams	Rubbish Collection at Welfare Field	963.00		160.50
BACS 02	JN Williams	Grounds Maintenance and detritting @Welfare field	474.00		79.00
BACS	Staff	Reimbursement/Salary etc	3218.91		2.60
BACS 04	Wembley Storage	Storage Container Mar.	110.00		
BACS 05	One Voice Wales	Membership 2024/25	604.00		
BACS 08	Youth Club	Cost of hiring leisure centre	250.00		
BACS	Staff Y Gât	Reimbursement/Salary etc		803.49	
BACS 11	We Care Cleaning Services	March/April Y Gât cleaning		180.00	
BACS 12	Total Energies	Gas Invoice		2955.53	
BACS 13	Dyled Alarms	Annual Monitoring Fee		348.00	58.00
BACS 14	EDF	Electricity charges		1291.78	215.30
BACS 15	CWM	Refuse collection 1/4/24_30/6/24		159.74	26.62
BACS	We Care Cleaning Services	Feb/Mar		175.10	
Cheque 104032	CCC	Public Lighting	5521.40		920.24
Cheque 104033	CCC	Q3 Annual maintenance Playground	161.28		26.88
Cheque 104034	CCC	Q3 Annual maintenance Skatepark	161.28		26.88
Cheque 104035	CCC	Q3 Annual maintenance Playground	161.28		26.88
Cheque 104036	CCC	Q3 Annual maintenance Skatepark	115.52		19.25
DD	CCC	Youth Club provision July 23_February 24	4454.94		742.49
BACS	One Voice Wales	Training 2023	70.00		
DD	Xero	Digital Accounting	36.00		6.00
DD	CWM	Refuse collection	159.74		26.62
DD	Three	Mobile phone	6.00		1.00
DD	CCC	Gate Rates £9413.50 01/04/24_31/03/25 monthly fee April		944.50	
DD	Welsh Water	Water Rates Oct		60.00	
			<b>16467.35</b>	<b>6918.14</b>	<b>2338.26</b>
<b>NOTES</b>					
<b>Receipts since last meeting date :</b>					
	<b>Payee</b>	<b>Details</b>	<b>TOTAL AMOUNT</b>	<b>GATE AMOUNT</b>	
	CCC	Precept			
	St Clears Scouts Hut	Ground rent 2022/23			Outstanding 25
	St Clears Scouts Hut	Ground rent 2023/24			Outstanding 25
	Hywel Dda Health Board	Room rental (Dewi)			Outstanding 60
	CCC	Room rental (Gallery)			Outstanding 40
		<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	

**777. To consider next steps for Y Gât cafeteria.** Renovation works is due to commence at the facility as of 7<sup>th</sup> May 2024 and end hopefully by the beginning of June. The café will be re-decorated during this time. The lease is being drafted and

the expectation is that this will be completed and ready for the potential tenant to open in June. However, if this is not possible a request for an interim lease to be drafted will be made. **RESOLVED to check with the Council's solicitor as to what's possible regarding the lease situation and the potential opening date.**

**778. To approve the bond account for Y Gât. RESOLVED not to open a specific bond account but to allow all bond funds for Y Gât to be held in the appropriate account with Terry Thomas Lettings, the letting agent managing the rental of the café and units on behalf of council.**

**779. To consider the draft lease for the Community Garden. Correction: Community Woodland.** The council considered the management of the woodland area and how to proceed. Members considered the draft lease provided by West Wales Housing and questioned how the area would be maintained and what the oncost would be. Cllr TMcDermott proposed, and Cllr JMiller seconded the motion to adopt the proposed woodland in principle and submit the received draft lease to the Council's solicitor for observations. In addition, the clerk to contact OVW to confirm under what powers the Council is acquiring the land. **RESOLVED to adopt the proposed woodland in principle, confirm under what powers the Council is acquiring the land and forward the lease to the Council's solicitor for observations/feedback.**

**780. To consider permission to source tenders for work on the Woodland site.** Council discussed the type of work that would be required and how this would be managed. Cllr JRees proposed, and Cllr WEVJDavies seconded the motion to permit Wales and West Housing to draw up architect plans for the area (at no cost to Town Council) and approve a working group to get indicative costs (quotes) for the proposed work. The working group would consist of Cllr OGrant, FLanc and TMcDermott. **RESOLVED to permit Wales and West Housing to draw up architect plans for the Woodland area (at no cost to Council) and approve a working group to get indicative costs (quotes) for the proposed work. The working group would consist of Cllr OGrant, FLanc and TMcDermott.**

**781. To consider hosting & funding Great Big Green Week events.** Grant funding is available to host such an event at Y Gât. Cllr TMcDermott proposed, and Cllr JRees seconded the motion to gather more information about the project and list potential speakers and how the event could be managed. **RESOLVED to gather more information about the project, create a list of potential speakers and draft a programme showing how the event would be managed.**

#### **PROPOSE STANDING ORDERS**

**782. To discuss St Clears Young Farmers show and Community Chest Application.** Consideration was given to whether the Council would have a stand at the show in June. Cllr OGrant proposed, and Cllr Dr WEVJDavies seconded the motion that Council should have a stand at the show. Council discussed the Community Events Chest application and Cllr JRees proposed, and Cllr Dr WEVJDavies seconded the motion that £300 be awarded. **RESOLVED to award £300 for the St Clears Young Farmers Community Events Chest application and book**

**a stand at the St Clears Young Farmers show due to be held on 15<sup>th</sup> June 2024 10-4pm to showcase the work of the Town Council at a cost of £15.00. ACTION: create an agreed rota for managing the stand during the next CFGP committee meeting in June.**

*Cllr JMiller left the meeting.*

**783. To discuss continuation of the Youth Club provision. Members discussed the youth provision and costs to date.** Cllr Dr WEVJDavies proposed and RGEwards seconded the motion that Council commit to continue paying for the Youth provision staffing costs until the end of the financial year 2025 (31<sup>st</sup> March2025). **RESOLVED to continue to pay for the Youth provision staffing until the end of the financial year 2025 (31<sup>st</sup> March2025).**

**784. To consider the Youth Community Garden.**

Members considered supporting the youth's application to create a community garden at Cei Taf. Cllr Dr WEVJDavies proposed, and Cllr OGrant seconded the motion to support the Youth Club's application to create a Community Garden at Cei Taf. **RESOLVED to support the Youth Club's application to create a Community Garden at Cei Taf.**

**785. Correspondence.**

- a) Local Community Enterprise as drivers of the local economy (Mentrau Cymunedol Lleol i yrru economi Cymraeg) even 10-12 Saturday 18<sup>th</sup> May 2024 at Carmarthen Library. **NOTED**
- b) CCC letter informing of the newly formed Corporate Joint Committee for Southwest Wales for a Regional Transport Plan for Southwest Wales. **NOTED**
- c) Green Warrior day at Pembrey Country Park 16<sup>th</sup> May 2024. **NOTED**
- d) G. Thomas – safe access to footpath near SA33 4BE. **NOTED** path the responsibility of CCC.
- e) T. Brown – Affix information notice to wall surrounding water pump. **RESOLVED** that a meeting be arranged with the Chair of Environment to discuss further.

**786. To consider the vacant seat on the Council.** Official Notice published for the relevant time as informed by CCC's monitoring officer.

**787. To receive reports from representatives on meeting of outside bodies, seminars etc.** Cllr OGrant (deputy mayor) attended the prize giving evening at Dyffryn Taf school and presented a cheque for £50 to the Design Technology student winner. **ACTION - the CFGP committee to discuss the request for continued sponsorship.**

**788. To receive the Town Mayor's Report on civic events, engagements etc.** Cllr GADavies (town mayor) attended the Men's shed meeting, the Croeso Cynnes coffee morning in aid of Prostrate Cymru, The Bancyfelin Cylch Meithrin retirement party for the manager. Pleased to inform that a new member has been appointed to ensure continuity. The mayor also attended the St Clears 60 plus meeting and the Bancyfelin Senior Citizens and local school. The mayor was due to attend the Young Farmers 80<sup>th</sup> Annual dinner but this was cancelled.

**St Clears Town Council**

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

07468456077  [clerk@stclearstowncouncil.co.uk](mailto:clerk@stclearstowncouncil.co.uk)

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

***There being no other business the Chairman closed the meeting at 21:36 hrs.***