

**Minutes of the Ordinary meeting of Full Council (FC) held at
Y Gât, Pentre Road, St Clears, SA33 4AA**

on Tuesday, 18th June 2024 at 7.00pm*

Members Present: Cllrs Dr WEVJDavies, GADavies (Mayor), RDavies, RGEwards, OGrant, JMiller, JRees, PJRogers, IThomas-Wigley

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

2024.12. Apologies. Cllrs CMDavies, FLanc and TMcDermott.

2024.13. Personal Matters. The chairman extended the Council's condolences to Cllr Dr WEVJDavies and family on the loss of his sister. The planned Civic Service due to be held on 30th June 2024 has been cancelled due to the ailing health of Revd. Rhodri Glyn Thomas. The Council's thoughts and prayers are with him. Revd. R. G. Thomas shall remain the mayor's chaplain for the Civic year 2024_25.

2024.14. Declarations of Interest (DOI). Items 2024.25 Y Gât and 2024.26 Community Woodland – All Councillors.

DOI forms had been circulated to all members for completion, updating, or to state 'No Change' for DOI forms completed when elected or coopted.

2024.15. To confirm the minutes of the Ordinary meeting of the Full Town Council (FC) held on 16th April 2024. Cllr JRees proposed, and Cllr OGrant seconded the motion that the minutes of the meeting held on the 16th April is a true record. **RESOLVED to adopt the minutes of the Ordinary meeting of the Full Town Council (FC) held on 16th April 2024 as a true record of proceedings.**

2024.16. To confirm the minutes of the Annual meeting of the Full Town Council (FC) held on 21st May 2024. Cllr Dr WEVJDavies proposed, and Cllr JRees seconded the motion that the minutes of the Annual meeting held on the 21st May 2024 is a true record. **RESOLVED to adopt the minutes of the Annual meeting of the Full Town Council (FC) held on 21st April 2024 as a true record of proceedings.**

2024.17. Matters arising (exchange of information only)

16th April 2024 minutes – NONE

21st May 2024 minutes – NONE. Cllr JRees thanked the mayor for a lovely Mayor Making Civic Event.

2024.18. To receive the County Councillor's Update. Apologies received from Cllrs CJones and PHughes.

2024.19. To approve the sub-committee reports

- a) **Environment committee.** Cllr OGrant informed Council of the recommendations to clean the play park, replace the backboards of the damaged heritage trail boards and reminded members of the pending footpath walk and the Celtic Wildflower nursery visit opportunity. Cllr RD proposed, and Cllr JMiller seconded the motion that the Environment Committee report be adopted as a true record. **RESOLVED to approve the Environment Committee report.**
- b) **Community, Finance and General-Purpose committee.** Cllr IThomas-Wigley informed Council of the committees change in chairman and vice chairman, and the recommendations to amend the committee’s responsibility. Welfare field report to be circulated to members. Other matters awaiting reply from Local Authority or other services.
 CORRECTIONS: change wording Council to committee.
 Cllr JMiller proposed and RGEwards seconded amending the wording to “due to the potential use of power tools near the garden and play area, the committee did not feel this would be an appropriate location”.
 Cllr PJRogers proposed, and Cllr RGEwards seconded the motion that the CFGP Committee report be adopted as a true record. **RESOLVED to approve the CFGP Committee report.**

2024.20. To receive the Clerk’s Report

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

PL/07822	Pre-planning notice 31/05/2024	Werndale Hospital Bancyfelin, Carmarthen SA33 5NT	See Appendix i	The documents are available to download via the following link: https://we.tl/s8TgyI38A5 21 st June 2024
PL/07822 31/05/2024	Demolition of redundant commercial building (former forge) and re-development of site to accommodate a commercial garage	Selwyn Forge, St Clears, Carmarthen, SA33 4JP	Dyddiad Dechrau Ymgynghori: 31/05/2024	Dyddiad Gorffen Ymgynghori: 21/06/2024
PL/07824 31/05/2024	Proposed alterations and extensions to existing farmhouse	Wern Farm, High Street, Bancyfelin, Carmarthen, SA33 5NE	Dyddiad Dechrau Ymgynghori: 31/05/2024	Dyddiad Gorffen Ymgynghori: 21/06/2024
PL/07831 11/6/24	Proposal for the installation of two rapid electric vehicle charging stations and ancillary equipment within the car park of McDonalds, St Clears. Four existing parking spaces will become EV charging bays	McDonalds, Unit 1, Heol Waun Saggard, St Clears, Carmarthen, SA33 4FD	Dyddiad Dechrau Ymgynghori: 11/06/2024	Dyddiad Gorffen Ymgynghori: 02/07/2024

PL/07822 31/05/2024 observation that this is situated next to a busy road with heavy traffic (agricultural and tourist)

- (ii). Pre-election publicity guidance for Councils. **(see Appendix ii)**
- (iii) Wi-Fi report (see Appendix iii)

2. One Voice Wales

a) **Holocaust Memorial Day 2025**

2025 will mark the 80th anniversary of the liberation of Auschwitz-Birkenau.

The Holocaust Memorial Day Trust has launched the **theme for Holocaust Memorial Day 2025 - 'For a Better Future.'**

Read the theme vision [here](#) to learn about the different ways the theme can be incorporated into your HMD 2025 activities.

To mark this significant anniversary, the HMD Trust has launched a nationwide arts and education project – 80 Candles for 80 Years – to create a digital exhibition of 80 bespoke candleholders that will be designed and created by communities across the UK that showcase the life of an individual or a community persecuted by the Nazis.

They want communities from across the UK to apply, whether you're a school or university, a faith community or a workplace, a local authority or a museum, a sporting community or a gallery, the project is open to anyone.

Click [here](#) to find out more about the project and how you can get involved.

2024.21. To consider the:

I.Code of Conduct. Cllr JRees proposed, and Cllr PJRogers seconded the motion to adopt the Code of Conduct. **RESOLVED to adopt the Code of Conduct.**

II.Financial Regulations. Cllr RGEwards proposed, and Cllr PJRogers seconded the motion to adopt the Financial Regulations. **RESOLVED to adopt the Financial Regulations**

III.Standing Orders. Council read through the document and addressed items such as times for the public to address Council during full meetings, length of time an individual may speak, named members for staff appraisal etc. Cllr RGEwards proposed, and Cllr OGrant seconded the motion to adopt the Standing Orders with the adaptations. **RESOLVED to adopt the Standing Orders with the adaptations.**

RESOLVED to publish all documents on Council's website.

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 2024.22, 2024.23, 2024.25, 2024.26 and 2024.28.

2024.22. To approve the Annual Return for 2022_23. The Annual Return for 2022_23 was circulated to members for consideration. Cllr OGrant proposed, and Cllr JRees seconded the motion that the AGAR for 2022_23 be approved.

RESOLVED to approve the Annual Return (AGAR) for 2022_23. The mayor and responsible financial officer (RFO) signed the document.

2024.23. To approve the schedule of payments. Cllr JRees proposed, and Cllr IWigley-Thomas seconded the motion that the schedule of payments be approved. **RESOLVED to approve the schedule of payment.**

SCHEDULE OF PAYMENTS					
18 June 2024					
Cheque/BACS/DD	Payee	Details	Cost (inc VAT)	Gate	VAT €
BACS 33	JN Williams	Rubbish Collection at Welfare Field	363.00		160.50
BACS 34	JN Williams	Grass Maintenance and detritising Welfare Field	300.00		150.00
BACS 35	SCTC staff	Reimbursement & Salary	3184.72		2.60
BACS 36	Wembley Storage	Storage Container	110.00		
BACS 38	Harold Metcalfe partnerships	Site visit to prepare plans for planning applica	200.00		
BACS 40	Dyfed Alarms	Supply & programme fobs on intruder alarm		174.00	23.00
BACS 41	Curiosites Café	Catering Mayor Making/light refreshments	345.00		
BACS 42	H3Group	Annual Maintenance Charge	240.00		40.00
Cheque 104039	St Clears District & Community A	Community Events Chest - Carnival	300.00		
Cheque 104040	Bancvfein & Distric Village Hall	Community Events Chest - Carnival	300.00		
BACS 43	Y Gât staffing	Reimbursement & Salary (June final)		803.29	
BACS 45	We Care Cleaning Services	May/ Y Gât cleaning		220.00	
BACS 46	Total Energies	Gas Invoice		244.39	11.21
BACS 47	CRES	Waste collection		80.57	
Cheque 104038	St Clears Young Farmers	Show stall contribution	15.00		
Cheque	St Clears Young Farmers	Community Events Chest - Annual show	300.00		
BACS 48	EDF	Energy		1289.77	61.42
DD	Xero	Digital Accounting	36.00		6.00
DD	Three	Mobile phone Y Gât	6.00		26.28
DD	CCC	Gate Rates £3413.50 01/04/24_31/03/25 monthly fee April		341.00	
DD	Welsh Water	Water Rates Oct		60.00	
			6899.72	3839.30	465.11

NOTES					
Receipts since last meeting date :					
Payee	Details	TOTAL AMOUNT	GATE AMOUNT		
CCC	Precept			Outstanding	25
St Clears Scouts Hut	Ground rent 2022/23			Outstanding	25
St Clears Scouts Hut	Ground rent 2023/24			Outstanding	60
Hwyl Dda Health Board	Room rental (Dewi)			Outstanding	40
CCC	Room rental (Gallery)				
Total		€0.00	€0.00		
Monies transferred since last meeting		8,000			

2024.24. To nominate x2 members to review the finances quarterly. Cllr Dr WEVJDavies proposed Cllr Cllrs IWigley-Thomas and Cllr RGEwards for the role and Cllr JPRogers seconded the motion. **RESOLVED to appoint Cllrs IWigley-Thomas and Cllr RGEwards.**

2024.25. To approve the next steps for Y Gât (café, staffing etc.) and nominate additional members to the management group and list the groups responsibilities. In addition to the Mayor, Vice Mayor and the chair of the CFGP committee, Cllr JRees and RDavies declared an interest in being added to the management group. Cllr Dr WEVJDavies proposed, and Cllr PJRogers seconded the motion that Cllr JRees and RDavies be added to the Y Gât management group. **RESOLVED to approve Cllrs JRees and RDavies as additional members of the Y Gât management group.**

The Y Gat management group had reviewed the café lease and answered the questions posed by the solicitor. Cllr OGrant proposed, and Cllr RGEwards seconded the motion to move forward with the Y Gât café under lease. **RESOLVED to move forward with Y Gât café under lease and respond to the solicitor with the Council's replies.**

RESOLVED that the management group meet as soon as is practical to create the advert, job description and person specification. As well as arrange the

timetable for advert, short listing and interview for both roles, Y Gât and Farmers Market coordinator and manage day to day issues that arise.

PROPOSE STANDING ORDERS to conclude matters on the agenda.

2024.26. To consider the draft lease for the Community Woodland and licence. Council considered the draft lease and its content. **RESOLVED that the Community Woodland subgroup meet to address the questions raised and provide a response for the Environment committee to consider.**

The Council considered the temporary licence to permit the Council to go on the land. Cllr IThomas-Wigley proposed, and Cllr RGEwards seconded the motion that the licence be signed and adopted **RESOLVED that the licence document be signed and returned so that members may be permitted to go on the land designated for the Community Woodland.**

2024.27. Correspondence.

- a) Merched y Wawr – thank you letter for the mayor’s attendance at their annual dinner and the kind donation.
- b) 60plus St Clears – thank you letter for the mayor’s informative talk and generous donation during their annual meeting.
- c) Senior Citizens Bancyfelin – thank you letter for the mayor’s informative talk and kind donation.
- d) Urdd Gobaith Cymru – thank you letter for the generous donation received.
- e) The Circuit - decommissioning of responsibility for Leisure Centre defibrillator.
- f) TROT’s request to erect gazebo on grassed area at Skatepark during their 10m and 5m races due to be held on 5th July 2024. **RESOLVED to approve request.**
- g) St Clears & District Community Association – request for free use of car park for annual community carnival event. **RESOLVED to apply to Carmarthenshire County Council (CCC) for free use.**
- h) One Voice Wales – Tidy Wales Awards Information. **NOTED**
- i) CCC – Public Notice Waiting restrictions and street parking places (Road leading to Ysgol Griffith Jones and Clos Griffith Jones). **NOTED**
- j) Royal British Legion St Clears Branch – Poppy Party information due to be held on 8th November 2024 at Ysgol Griffith Jones. **NOTED**
- k) Anonymous letter – re highways. **NOTED**
- l) Letter received requesting clarification on procedures e.g. talking to Councillors, reason for decisions etc. **RESOLVED to reply.**
- m) Letter received requesting further information on decisions regarding storage and community involvement. **RESOLVED to reply.**

2024.28. To consider the vacant seat on the Council. RESOLVED to advertise the one vacant seat on Council for Co-option. Anyone who wishes to be considered must write to the clerk expressing their interest by noon on Tuesday, 9th July 2024 at the latest.

2024.29. To receive reports from representatives on meeting of outside bodies, seminars etc. Successful Ten Towns Street Art consultation evening held.

2024.30. To receive the Town Mayor’s Report on civic events, engagements etc. The mayor attended the following events:

- Carmarthenshire Mayor Making and Civic Reception.
- Community Association (Carnival Queen selection evening)
- S4C 80th DDay celebrations with the Royal British Legion St Clears Branch and service at St Mary Magdalen Church
- St Clears YFC show stand – Huge thank you to all who attended, helped and the members who manned the Council’s stand.
- Santa Clara coffee morning in aid of Loneliness week.

2024.31. Matters for the next agenda (exchange of information only)

There being no other business the chairman closed the meeting at 22:17hrs.

Appendices
Appendix i



Pre-Planning Site Notice - Proposed Werndale Hospital extension

SCHEDULE 1B: PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION NOTICE UNDER ARTICLES 2C AND 2D – Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Notice is hereby given that Circle Health Group is intending to apply for planning permission for an extension to the existing Werndale Hospital, Bancyfelin, Carmarthen, SA33 5NT.

This Notice provides the opportunity to comment directly to the applicant on the proposals prior to the submission of a formal planning application to Carmarthenshire Council. Any subsequent planning application will be publicised by the Council and comments provided in response to this notice will not prejudice your ability to make representations to them. Comments submitted may be placed on the public file.

The proposed development is at Werndale Hospital. The site location is illustrated on the map below.



Copies of the proposed application plans and other supporting documents can be shared online by emailing walsplanconsult@walsingham.co.uk

The documentation is also available to view in hard copy at the Hospital via appointment only. Please email walsplanconsult@walsingham.co.uk or call 01628 532244 to arrange a viewing.

Should you wish to make any comments on the proposals, please respond by 24 June 2024 via:

- Email: walsplanconsult@walsingham.co.uk
- Letter/post: Walsingham Planning, Bourne House, Cores End Road, Bourne End, Bucks, SL8 5AR

Signed: Simon Millett, Walsingham Planning
Date: 24 May 2024





Hysbysiad Safle Cyn Cynllunio – Estyniad arfaethedig I Ysbyty Werndale

ATODLEN 1B: CYHOEDDUSRWYDDO AC YMGYNGHORI CYN CAIS AM HYSBYSIAD CANIATÂD CYNLLUNIO O DAN ERTHYGLAU 2C A 2D – Gorchymyn Cynllunio Gwlad a Thref (Gweithdrefn Rheoli Datblygu) (Cymru) 2012

Rhoddir rhybudd drwy hyn fod Circle Health Group yn bwriadu gwneud cais am ganiatâd cynllunio ar gyfer estyniad i Ysbyty Werndale presennol, Bancyfelin, Caerfyrddin, SA33 5NT.

Mae'r Hysbysiad hwn yn rhoi'r cyfle i wneud sylwadau'n uniongyrchol i'r ymgaisydd ar y cynigion cyn cyflwyno cais cynllunio ffurfiol i Gyngor Sir Caerfyrddin. Bydd unrhyw gais cynllunio dŷnol yn cael ei gyhoeddi gan y Cyngor ac ni fydd sylwadau a ddarperir mewn ymateb i'r hysbysiad hwn yn amharu ar eich gallu i gyflwyno sylwadau iddynt. Gall sylwadau a gyflwynir gael eu gosod ar y ffeil gyhoeddus.

Mae'r datblygiad arfaethedig yn Ysbyty Werndale. Dangosir lleoliad y safle ar y map isod.



Gellir rhannu copiâu o'r cynlluniau cais arfaethedig a dogfennau ategol eraill ar-lein trwy e-bostio walsplanconsult@walsinghamplanning.co.uk

Mae'r dogfennau hefyd ar gael i'w gweld ar ffurf copi caled yn yr Ysbyty trwy apwyntiad yn unig. Anfonwch e-bost at walsplanconsult@walsinghamplanning.co.uk, neu ffoniwch 01628 532244 i drefnu gwylio.

Os hoffech wneud unrhyw sylwadau ar y cynigion, ymatebwch erbyn 24 Mehefin 2024 drwy:

- E-bost: walsplanconsult@walsinghamplanning.co.uk
- Lythyr/post: Walsingham Planning, Bourne House, Cores End Road, Bourne End, Bucks, SL8 5AR

Llofnodwyd: Simon Millett, Walsingham Planning
Dyddiad: 24 Mai 2024



Appendix ii

St Clears Town Council

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

07468456077  clerk@stclearstowncouncil.co.uk

**Pre-election publicity
guidance**

**UK Government
General Election '24**

carmarthenshire.gov.wales

Guidance for Councillors and employees in the run up to the UK Government General Elections - July 4, 2024

INTRODUCTION

The UK Government General election will be taking place on **July 4, 2024**.

Carmarthenshire County Council will be administering the election for the Caerfyrddin constituency and Llanelli constituency.

The law in relation to this matter does not preclude the Council from carrying out its functions but Council must avoid giving the perception that public money is being used to support a particular political party and/or individual candidate which could influence the outcome of the election. This guidance applies to all council members, employees and Council's contractors.

The pre-election period will commence on 31 May 2024

PRE-ELECTION GUIDANCE

1. During the election period the Council needs to ensure that it remains impartial.
2. The Council should not give prominence or publicity to any candidate or political party. During this period, care is therefore needed regarding matters presented to Council, Cabinet and Committees or matters which receive public attention and which are seen to be linked to individual candidates or a political party.
3. The Council should strive to take a neutral stance and should avoid doing anything or saying anything that could be perceived as promoting an individual candidate or a political party.
4. Council publicity and/or any consultation and engagement should not deal with controversial or politically sensitive issues at a local or national level. Council should not report views, proposals, or recommendations in such a way that identifies them with any political parties and/or an individual candidate.

5. Candidates and/or political parties can legitimately issue their own press releases or public information. It should be clear that these represent the views of those individual candidates/parties however and not that of the Council.
6. The Council should not undertake engagements or make any announcements or decisions, which are or could be construed as conferring electoral advantage on a particular candidate or a political party.
7. No publicity should be given to events and projects that are funded by government grant funding during the pre-election period. Exemptions to this ruling **must** be approved by the Head of Service and Acting Returning Officer.
8. Consultation exercises can continue as normal during the election period provided there is no reference or link to individual candidates or a political party. Any intention to launch any consultation or engagement exercise during this period **must** be approved by the Head of Service and Acting Returning Officer.
9. Employees must be impartial and ensure that public resources which includes council establishments are not used for the purposes of any candidate or political party. Letters or e-mails from all candidates should receive equal treatment and Council facilities must not be used for the printing, translating and/or posting of candidates' publicity.
10. Employees must not provide briefings for use in election campaign debates/literature and publicity material relating to individual candidates or a political party.
11. During the election period, meetings with candidates should be avoided unless they are regular meetings (for example, of a partnership body) in which the individuals concerned normally take part. Officers should not invite candidates, individuals attributed to a political party, or any elected members to meetings, conferences, openings or launches during the election period.
12. Candidates are not permitted to use schools and public meeting rooms during the election period for campaigning and debate purposes. Also, posters or stickers for any political party or/and any candidates' should not be displayed in, on or within council offices, residential homes, depots, schools, vehicles etc.
13. We may publish factual information about candidates if requested to do so by the relevant Acting Returning Officer.

14. As per the Council press and media protocol, all contact with the press should be via the Marketing and Media team. Any Council statements that require to be published during this period will be attributed to a named senior officer.
15. No photographs of candidates, individual attributed to a political party, or any elected members will be issued or published by the Council.
16. Particular care is needed by all in relation to the use of all social media channels such as X (Twitter), Facebook, Instagram, TikTok. This includes but not restricted to posting and responding. Corporate social media editors should refer to the social media Policy for further guidance on the use of corporate social media.

Appendix iii

1/2

ST CLEARS
MAY 2024

WI-FI TOWN MONTHLY REPORT



NEW VISITORS

DAILY	MONTHLY
20	616



TOTAL VISITORS

4838



VISITOR LOYALTY

DAILY	WEEKLY	MONTHLY
74	47	15
47%	30%	10%



AVERAGE DWELL TIME

37 MINUTES



ACCESS POINTS

HIGHEST NUMBERS OF VISITORS DETECTED	LOWEST NUMBERS OF VISITORS DETECTED
PHARMACY	Y GAT
39%	28%



BUSIEST DAY

WEDNESDAY 15TH



GET CONNECTED

HOW MANY DEVICES CONNECTED TO THE NETWORK? 123



DWELL TIME

5-20m	20-60m	1-6h	6h+
59	25	29	43



THINGS TO NOTE

Compared to previous month:
 Total number of visitors: +1249 (+35%)
 Visitor Loyalty:
 Daily +15 (+25%)
 Weekly +13 (+38%)
 Monthly No change



Cyngor Sir Gâr
Carmarthenshire
County Council

