

**Minutes of the Council Meeting of the Llanedi Community Council held on
Wednesday 3rd October 2018 at Hendy Reading Room**

Minute no. 1 – Members Present

Councillors:

A Blackley
A Evans
B Evans
B Thomas
G Thomas
S A Evans
L Griffiths
T Higgins
M Nicholas
S Lyle
C Davies
E Davies

Chairman Councillor A Blackley presided over the meeting
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Also present the Clerk David Davies.

Minute no. 2 - Apologies for Absence

Apologies for absence were received from Councillors I Barrett, C Higgins and B Davies. The Council accepted the reason for the apologies.

Minute no. 3 – Declarations of Interest

There were no declarations of interest received for matters on the agenda.

Minute no. 4 – Chairman’s Announcements

The Chairman reported that he is intending to attend a Cancer event entitled “The Big Pink” on the forthcoming Sunday.

Minute no. 5 – Signing of the Minutes – 5th September 2018 Meeting of the Council.

Resolved that the minutes of the above meeting, having been previously circulated, be accepted as read, confirmed and signed as a true and legal record of the matters transacted subject to an amendment as proposed by Cllr A Evans.

Reason – to adhere to the requirements of the Local Government Act 1972 Sch 12, para 41 (1) and (4) and section 99.

Minute no. 6 – Matters Arising

The Clerk provided a verbal update on the following matters:

Minute no. 7 - Hanging System

The Clerk advised members that the hanging system has been installed at the Reading Room.

Minute no. 10 - Play Areas

The Clerk reported that as the Council's part time operative had not been available for a significant period, the Chairman had agreed to employ caretakers from Llannon County Council to assist in some urgent elements of work in the Parks and Play areas.

Minute no. 13 - One Voice Wales

The Clerk provided information on a response as received from One Voice Wales with regard to a legal matter.

Minute no. 24 - Questionnaire Analysis

The Clerk reported that the Vice Chairman had agreed a work programme with Sarah McColl Dorion for the completion of work in inputting data received during the community consultation exercise. It was noted that the work will be completed within a maximum of 40 hours with payment agreed at the hourly rate based on previous employment.

Minute no. 25 - Hendy Cricket Club

The Clerk reported that some progress had been made in the pre-contract requirements with regard to the proposed work to open up the basement of the Cricket Club. It is anticipated that this work can commence upon receipt of some further advice from the Structural Engineer.

Minute no. 27 - Bus Shelters

The Clerk reported that both the Vice Chairman and he had been chasing up SWTRA with regard to organising a site meeting to agree proposed locations for the bus shelters. It was noted that SWTRA will provide the Vice Chairman with suitable dates for the site visit.

Minute no. 7 – One Voice Wales

There was a general discussion regarding the advice provided by a Solicitor of the National Association of Local Councils with regard to a public document produced by the Council being reworked by a member of the public with incorrect information added to the document where the Welsh translation was originally located. It was **resolved** to accept the advice of the Solicitor not to proceed with the matter at that time. Proposed by Councillor B Evans and

Seconded by Cllr T Higgins. Members of the Council requested that the vote on this decision was recorded; and it was noted that 7 councillors voted for the proposal and 5 councillors abstained.

Minute no. 8 – Lock to Cricket Club

Upon a request from members of the Council, the Clerk confirmed that unfortunately the Council's workman had not arranged for the lock to the cricket club to be changed. **Resolved** that in the event that the workman is unable to complete this work in the near future to instruct the Clerk to get an alternative contractor to change the locks.

Minute no. 9 – Signing of the Minutes – 12th September 2018 Meeting of the Council.

Resolved that the minutes of the above meeting, having been previously circulated, be accepted as read, confirmed and signed as a true and legal record of the matters transacted subject to an amendment as proposed by Cllr A Evans. **Reason** – to adhere to the requirements of the Local Government Act 1972 Sch 12, para 41 (1) and (4) and section 99.

Minute no. 10 – Notes of CDO Working Group Meeting

Members of the Council considered the priorities as established by the working group for the CDO when appointed. **Resolved to** accept the recommendations of the CDO working group.

Minute no. 11 – Rebecca Riots Commemoration

Cllr S Evans provided an update on actions with regard to the acquisition of an amended stone to commemorate the Rebecca Riots in the community to be placed on the green at Fforest Square. It was noted that as the original date proposed for the commemoration event had passed, it would be appropriate to re-schedule the event for the Spring.

Minute no. 12 – Daffodil Planting

Further to a previous meeting of the Council, members of the Council recommended that the Council organise additional planting in the following areas:

Grass verge at junction of Heol Y Plas and Llanedi Rd Fforest
Grassed area at junction of Bryngwili Rd and Talycoed Hendy
Grass Verge at Heol Y Geibren Hendy
Grassed area at Talyclun Estate, Hendy
Llanedi Village Green
Grass verge at entrance to Clos Benallt Fawr Fforest
Grassed area at Heol Llwyn Bedw, Hendy

Fforest Road Fforest - Where pavement has been removed between the Car Wash and Hendy Square.

Road verge at Cwmfferws Park, Ammanford Rd Tycroes

Road verges adjacent to Graynor Uchaf Farm, Tycroes

Resolved to request the Surveyor to invite quotations from local contractors for the completion of this work.

Minute no. 13 – Hendy & Tycroes History Publication

Cllr A Evans provided an update on the progress with regard to this publication.

It was **resolved to** make a payment of £6,000 in two tranches subject to the income from sales being repaid to the Council. **Resolved** that the first tranche of £3,000 be payable immediately subject to there being a formal agreement in place to safeguard the Council's contribution to this venture.

Minute no. 14 – Remembrance Day Service

Members considered arrangements for the remembrance day service for the current year. It was **resolved** that:

- Cllr T Higgins will read out the lesson on behalf of the Council for the service at Llanedi Church.
- The Clerk will try to obtain a box of poppies from the British Legion for the decoration of the altar area in Llanedi Church.
- Upon the request of the Church, the Clerk will send a formal invitation to the Church requesting the vicar to take part in the community proceedings and confirming there will not be a Chairman's chaplain in attendance.

Minute no. 15 – Cllr G Thomas

Cllr G Thomas left the meeting at 8.00 pm and did not return.

Minute no. 16 – Remembrance Day Service continued

- The Chairman agreed that he will donate to persons taking part in the service where required to a sum as agreed. Cllr E Davies agreed to advise the Chairman of the appropriate amounts for the donations. This will cover the individual's expenses in taking part in the community event.
- The Chairman, Cllr A Blackley and his consort Ms Shelby will represent the Council at the Llanelli community service.
- Cllr A Evans will represent the Council at the community service at Pontarddulais.

Minute no. 17 – Christmas in the Community

Members considered arrangements for the celebration of Christmas in the Community. It was **resolved** that:

- The council will continue to support the Festival Committee with the same level of donation as in previous years.
- A request will be made that the Father Christmas procession goes to Fforest.

It was agreed that the arrangements for switch on of the Christmas lights will be as follows:

- Tycroes 30th November - 7pm
- Llanedi 30th November - 6.45pm
- Fforest 7th December - 5.45pm or 6.30pm depending on Santa's visit.
- Hendy 7th December - 6.00pm.

Minute no. 18 – Standing Orders and Financial Regulations

Members of the Council reported that no meeting had been held to consider this matter. Cllr A Evans requested that members forward any comments they have with regard to these policies to him and he will then seek to convene a meeting as soon as possible.

Minute no. 19 – Cllr A Blackley

The Clerk reported on advice he had received from One Voice Wales with regard to the repayment of a Councillor allowance. As the payment was an eligible payment in accordance with the recommendations of the Independent Remuneration Panel, it was noted that any repayment is something at the discretion of the councillor as opposed to any loan arrangement.

Minute no. 20 – Finance Reports

The Council received a Finance Report consisting of the following elements:

- Bank Reconciliation
- Report on Income Received
- Report on proposed Expenditure
- Report on receipts and payments by budget heading

It was **resolved** to note the reports.

Minute no. 21 – MUGA

It was noted that there is a need to review the accounts for the muga for the previous financial year as this has not been completed to date. The Clerk reported he will arrange to meet up with Cllr A Blackley to complete the review of the account.

Minute no. 22 – Community Development Officer

The Clerk provided a report on the applications as received for the above post.

Resolved to invite 3 candidates to interview for the post on Thursday 11th October to commence at 6.00 pm. The following Councillors will be on the interview panel.

Cllr Iain Barrett

Cllr Tina Higgins

Cllr A Blackley

Cllr E Davies (as a reserve)

Minute no. 23 – Land Use Planning – Town and Country Planning Act

(a) Proposed Development

Resolved that the following applications be noted onto the minutes.

Reason: Members did not request that observations/objections be conveyed to the County Planning Authority in respect of the proposed developments.

S/37802 Conversion of roof space to bedroom and bathroom, erection of two dormer window extension. Construction of single storey utility room and provision of parking to front of property with two access to main road at 1A Bronallt Road, Hendy, Swansea. SA4 0UB.
Mrs Diane Davies.

(b) Decision Notices Granted

Resolved that the following applications be noted onto the minutes.

None received.

(c) Decision Notices Refused

None received.

(d) Decision Notices Appealed

1272/S/35645 Residential dwelling at land off Hafod Road, Tycroes, Ammanford. Mrs Beverely Williams.

M6825/C/18/3212186 Siting of Chalet at Tre Neddyn, Pontarddulias. Mr James.

Minute no. 24 – County Councillor Reports

Cllr T Higgins reported on the following:

- She had been involved in assisting to establish a Cylch Meithrin in Tycroes.
- Hywel Dda Consultation – She has attended at meetings with Sospan and Amman Valley Hospital Action Committee regarding the proposals of the Health Authority for re-organisation.
- A litter pick has been arranged at the A483 however more litter has appeared in the meantime.
- The problem of road potholes is being addressed in the Tycroes area.
- An invite has been received from Tycroes Church to a poppy display which is currently in place at the Church.

Cllr Emyr Davies reported on the following:

- He had attended the One Voice Wales Conference last week. Although the content of the conference had been informative, there was disappointment that the main speakers had cancelled due to other pressing commitments.
- It was noted that there was a recommendation in the conference that an open meeting is held once a year to allow the public to have direct access to the Council meeting.
- It was reported that Higher Kinnerton Council had recently won the prize for the best web Community Council page. It was suggested that it is worth considering looking at this site for ideas for improving the Council website.

Minute no. 25 – CCTV - Tycroes

The Council received a quotation for the provision of a cctv system at Tycroes park. **Resolved that** the Council proceed with the acquisition of the CCTV for the park area with the cost being covered from the projects budget.

Minute no. 26 – Suspending Standing Orders

Resolved to suspend standing orders to continue the transaction of business beyond 9.00pm.

Minute no. 27 – CDO Report

The Clerk provided an overview of an update report as provided by the CDO. It was noted that the hanging system as installed at the Reading Room is designed for framed pictures as opposed to unframed paper pictures. It was resolved to purchase frames in anticipation of displaying work as produced by Hedy Schoolchildren subject to a maximum price of £200. There was a request for the votes as cast with regard to this decision to be recorded as follows:

Cllr B Evans, Cllr M Nicholas, Cllr B Thomas, Cllr S Evans voted for the proposal.

Cllr A Evans - voted against the proposal.

5 Councillors abstained from the vote.

Minute no. 28 – Tycroes Clock

Resolved to proceed with the purchase of a new clock for the plinth at Tycroes Square in the sum of £1220.00, to be funded from the Projects budget.

Minute no. 29 – Remuneration Panel

Members received the draft recommendations of the Remuneration Panel for Wales with regard to proposed payments to councillors in the next financial year in readiness for the Council to set a budget for the next financial year. This was noted.

Minute no. 30 – Finance Committee

Resolved to request the Clerk to convene a meeting of the above committee in November.

Minute no. 31 – External Audit

The Council received a report as provided by the Council's external auditors with regard to the accounts for the 2017-18 financial year. The following matters were raised by the External Auditor with regard to the audit:

Late Approval of Accounts

Llanedi Community Council did not comply with the requirement to approve the accounts by 30th June 2018.

It was noted that the Clerk had been in touch with the Auditor and it was agreed that it would be appropriate to approve the accounts at the Council's normal meeting on 4th July. In the event that this had not been agreed by the Auditor then the Council would have convened a special meeting for this purpose.

Notice of Appointment of Date for the Exercise of Elector's Rights

The Council must ensure that the Annual Return is approved by the Council before the Notice of Appointment of Date for the Exercise of Electors' Rights

period commences in order to comply with the Accounts and Audit (Wales) Regulations 2014.

It appears this is a very unusual request as made by the Auditor and it is unclear where this requirement is contained within the regulations. Further it would make sense for the public to scrutinise the documents and have the opportunity to comment prior to the Council approving the accounts. The Clerk was instructed to make an enquiry with the auditor to establish where this requirement is contained within the regulations.

Low Level of Reserves

The Council should consider the level of general reserves required and consider taking steps to increase the level of reserves in future years if it considers it necessary.

It was agreed that the Council will consider an appropriate level of general reserves required as part of the budget setting for the next financial year.

Box 14 – Trust fund disclosure note

As the Council does not act as a trustee, nor is it responsible for managing trust funds or assets, the boxes should read N/A as opposed to No.

Resolved to note this comment.

Minute no. 32 - General Correspondence

Resolved to note the following general correspondence onto the minutes: -

Writer	Subject
Llanelli Town Council	Remembrance Day Service
Eirwen Thomas	
Hywel Dda	Big NHS change
Ombudsman	Complaint - code of conduct
Nalc	2018 Model standing orders
Sarah Phillips	Mayor's chain
Royal Mail	Scam mail
Carmarthenshire County Council	Request for code of conduct data
One Voice Wales	Letter of advice

Council Business terminated at 9.23 pm

Signed **Date**

Chairman