

CARMARTHEN TOWN COUNCIL
MONTHLY MEETING OF THE COUNCIL
HELD ON 29TH JULY 2015

The Mayor, Cllr Barry Williams, presided over the monthly meeting of Carmarthen Town Council held in the Council Chamber, St Peter's Civic Hall, on Wednesday, 29th July 2015, at 7.30 pm.

PRESENT: Cllrs: Dr Richard Edwards, Philip Grice, Peter Hughes Griffiths, Alun Lenny, Arwel Lloyd, Kenneth Lloyd, Dr Ioan Matthews, Douglas Rose, Alan Speake, Wyn Thomas and Barry Williams

128. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Dorothy Bere, Reverend Tom Defis, Dr Baba Gana and Emlyn Schiavone.

129. DECLARATIONS OF INTEREST

Cllr Alun Lenny declared an interest in agenda item 10(a), Current Planning Applications, as Chairman of Carmarthenshire County Council Planning Committee.

130. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE COUNCIL HELD ON 24 JUNE 2015

It was proposed by Cllr Dr Ioan Matthews, seconded by Cllr Alun Lenny, and **RESOLVED** that the minutes of the Monthly Meeting of the Council held on the 24th June 2015 be accepted as a true record.

131. MATTERS ARISING

(a) Minute 79(a): Condition of St David's Churchyard

Members **NOTED** that a County Council reply is awaited regarding the condition of St David's Churchyard.

(b) Minute 96: Reports from Councillors - Council Representation on Dr Mz Youth Project Board

It was proposed by Cllr Philip Grice, seconded by Cllr Douglas Rose, and **RESOLVED** that Cllr Emlyn Schiavone will take the place vacated by Cllr Non Edwards on the Dr Mz Youth Project Board, and that the Town Clerk will inform the Board accordingly.

132. QUESTIONS

No questions were reported.

133. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE GENERAL PURPOSES COMMITTEE HELD ON 16 JULY 2015

It was proposed by Cllr Alun Lenny, seconded by Cllr Philip Grice, and **RESOLVED** that the minutes of the monthly meeting of the General Purposes Committee held on the 16th July 2015 be signed and accepted as a true record.

134. MATTERS ARISING

(a) Minute 106: Cemetery - Muslim Burials

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that:

- (i) the revised Notice of Interment be adopted for all burials, and
- (ii) the area to the left (north) of the entrance to the cemetery extension (approaching from the old cemetery) be allocated to Muslim burials.

(b) Minute 107: Carmarthen Park - Hard-standing Area

It was proposed by Cllr Alan Speake, seconded by Cllr Kenneth Lloyd, and **RESOLVED** that the hard-standing next to the park tea room be extended by nine square metres, to accommodate additional customers and pop-up gazebos (but not vehicles).

(c) Minute 110: Myrddin Primary School - Governing Body Minor Authority Representative

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that Cllr Anthony Jenkins be re-appointed as minor authority representative on the governing body of Myrddin CP School, with effect from the 12th December 2015, and that the Town Clerk will inform the County Council accordingly.

135. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE FINANCE COMMITTEE HELD ON 16 JULY 2015

It was proposed by Cllr Douglas Rose, seconded by Cllr Wyn Thomas, and **RESOLVED** that the minutes of the monthly meeting of the Finance Committee held on the 16th July 2015 be signed and accepted as a true record.

136. MATTERS ARISING

(a) Minute 123: External Audit - Annual Return 2014/15

The Town Clerk reported that since, circulation of his report, External Auditors BDO had informed Council that a cheque paid during 2014/15 had not been presented. Council's Financial Adviser is pursuing the matter. To meet the audit timetable, the Town Clerk asked Council to consider authorising the Mayor and Clerk to sign the Annual Return on behalf of Council.

It was proposed by Cllr Douglas Rose, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that the External Audit Report for 2014/15 be accepted and adopted and that the Annual Return for 2014/15, amended in accordance with the External Audit Report, and duly signed and dated by the Chairman and Responsible Finance Officer, be returned to BDO, so that the final certificate could be issued.

(b) Minute 125: Cemetery Chapel and Part Cemetery Lodge - Licence Agreements

It was proposed by Cllr Arwel Lloyd, seconded by Cllr Dr Ioan Matthews, and **RESOLVED** that licences for a ten year period in respect of the Cemetery Chapel and part of the Cemetery Lodge be granted to the present licensee, on the basis that the licensee pays:

- (i) £138 per week, plus insurance, electricity and VAT (if applicable) for the non-exclusive use of the Cemetery Chapel, subject to an annual review of all rental fees and other annual costs, and with the Chapel remaining available to other users on a first come first served basis, and
- (ii) £23 per week, plus insurance, electricity, a proportion of the rates and VAT (if applicable) for the sole use of a room in the Cemetery Lodge, subject to an annual review of all rental fees and other annual costs.

137. PLANNING MATTERS

(a) Current Applications

With the Chairman's consent, the Town Clerk tabled a list of current applications received since circulation of his report.

It was proposed by Cllr Philip Grice, seconded by Cllr Wyn Thomas, and **RESOLVED** that:

- (i) no objections be made to the following applications for full planning consent:

W/32359: 6 Gerddi Llydaw, Jackson's Lane, change of use to ground floor Ice Cream Café and first floor restaurant, Pebble & Cheese Ltd.

W/32360: 13-14 Lammas Street, new first floor access and external air conditioning condenser units, Swansea Building Society.

W/32410: 16 Woods Row, change of use from warehousing/distribution to leisure, Chip Keen.

- (ii) no objection be made to the following application for outline planning consent - W/32424: Caebanc, Penlanffos Road, demolition of existing structure and redevelopment for up to 19 residential dwellings (use Class C3), IP Court Ltd.
- (iii) with regard to applications W/32394 and W/32404 (Carmarthen West Link Road) Cllrs Peter Hughes Griffiths and Alan Speake, as County Council Members, will make further enquiries with the Planning Department and will convey the Town Council's concern that drainage and landscaping issues should be adequately addressed by the proposed scheme, and that compensatory parking should be arranged by the University, to prevent nearby residential streets being congested by student cars.

(b) W/32287 - 100 Dwellings on Land North of Llysonnen Road

The Town Clerk confirmed that Council's concerns and queries regarding planning application W/32287 were relayed to the County Council on the 17th July 2015, and a reply is awaited. To date no extension has been granted. A Planning Officer has assured Cllr Alan Speake that the County Council will ensure that appropriate mechanisms are in place to safeguard the public sewage system, now and in the future.

The reports of the Member and Town Clerk were **NOTED**.

(c) Carmarthen Police Station - Telecommunications Tower - Pre-consultation Letter

Members **NOTED** the pre-consultation letter regarding adaptations to the telecommunications tower at Carmarthen Police Station.

(d) Planning Training Workshop

Members **NOTED** and will strive to attend the Welsh Government funded Planning Training Workshop at St Peter's Civic Hall at 6.00 pm on Monday, 17th August 2015.

138. HIGHWAYS MATTERS

No highways matters were reported.

139. LICENSING MATTERS

No licensing matters were reported.

140. SOUTH WARD - CO-OPTION OF NEW MEMBER

The Town Clerk's report had reminded Members of the vacancy in the South Ward. The necessary public notice had been given, and the County Council had since confirmed that no nominations had been received, that an election would therefore not be necessary, and it would be in order for the Town Council to co-opt a replacement Member, in accordance with the Local Elections (Parishes and Communities) Rules, 1986.

The Mayor asked Members to nominate a Commonwealth citizen or Euro national who is over eighteen years of age, an elector, who had resided for at least twelve months in the town (or within three miles thereof) or occupied as owner or tenant any land or premises therein, or had their principal or only place of work there.

Cllr Douglas Rose nominated Mr David Saywell, formerly a Senior Manager at Glangwili Hospital, Cefneithin-born, bilingual, who has lived and worked in Carmarthen for thirty years and is highly experienced in the management and human resources. Cllr Philip Grice seconded the nomination.

Cllr Peter Hughes Griffiths nominated Mrs Angharad Jones Leefe of Carmarthen, a native of Carmarthenshire who is currently Head of Business and Operations with Theatre Genedlaethol Cymru, and was formerly a County Council Regeneration Project Officer. Cllr Dr Ioan Matthews seconded the nomination.

Members declined to hold a secret ballot, and the matter was put to the vote by a show of hands, with six Members voting for Mrs Jones Leefe and four Members for Mr David Saywell. It was therefore **RESOLVED** that Angharad Jones Leefe of Carmarthen be co-opted to fill the seat vacated in the South Ward by Non Edwards.

141. PENLLWYN PARK

The Town Clerk's report had reminded Members of the need to consider Penllwyn Park arrangements at the end of the playing season. The report had also advised Members that an individual had made complaints to Assembly Members and (as copied to Members in June 2015) the County Council's Head of Children's Services. Following an exchange of emails (copied to the Mayor and Chair of the Penllwyn Park Liaison Group), on the 9th July 2015 the Town Clerk and Operations Officer had met representatives of Children's Services, in order to clarify and confirm the Town Council's duties under the latest legislation. The Head of Children's Services will be replying to the complainant and will inform the Town Council of the outcome. During the 9th July meeting, the Head of Services confirmed that community and town councils have no direct statutory obligations under the Children's Act 2013.

The Town Clerk's report had confirmed that the control measure for dog fouling in play areas is the introduction of a 'No Dogs' zone; otherwise Council could be exposed to a legal claim for compensation. Later in 2015 the County Council hopes to introduce the new Dog Control Orders, following public consultation. Also, a RoSPA Inspector recently visited and found dog faeces on the playing pitch.

A Member reported that during his period as football referee he had not encountered a problem with dog faeces at Penllwyn Park. However, Members were reminded that during grass cutting the previous year Town Council staff had had to return to the depot to clean themselves and the machinery after encountering dog faeces on the pitch. Some Members judged the health aspect of the issue to be paramount. Other Members noted that some residents with initial misgivings about the new fence are now more favourable, as locking the park at night has curbed unauthorised activities.

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Dr Ioan Matthews, and **RESOLVED** that:

- (a) the Town Clerk will arrange a meeting of the Penllwyn Park Liaison Group
- (b) the Operations Officer will present to a future meeting of the General Purposes Committee options (with drawings and location plans) to enhance Penllwyn Park, to include children's play equipment, safety play surface, toddler fencing, green gym equipment, and post and rail fencing around the triangular western segment of Penllwyn Park, with an unlocked spring-loaded gate, and
- (c) if and when approved by Council, the draft scheme will be discussed with the Penllwyn Park Community Representatives, and then
- (d) placed before the general public.

142. TAWELAN - WETLANDS AREA

The Town Clerk's report had recalled the January 2010 presentation by the County Council's Countryside and Recreation Officer, outlining proposals to designate (subject to necessary consents and ownerships) land west of Five Fields as a wetlands for community use, with foot and cycle paths, information panels and leaflets.

It was proposed by Cllr Douglas Rose, seconded by Cllr Wyn Thomas, and **RESOLVED** that Cllr Peter Hughes Griffiths will seek an update from County Council staff on the Tawelan proposals.

143. ONE VOICE WALES - WALES TRAINING STRATEGY 2015/19

It was proposed by Cllr Douglas Rose, seconded by Cllr Alun Lenny, and **RESOLVED** that Council support the One Voice Wales Training Strategy for 2015/19.

144. LOCAL GOVERNMENT (DEMOCRACY) (WALES) ACT 2013

The Town Clerk's report had referred to advice from the National Associations of Local Councils and One Voice Wales (emailed to Members on the 16th July 2015) that from the 1st May 2015 the Town Council must publish online each Member's name, contact information, party affiliation, ward represented, whether elected or co-opted, and any office held in the Town Council, committee(s) to which the Member belongs. Most of the above information is already on Council's website, and the additional information is being added. The Members' Interests Register, when prepared, will be included on the website. The Town Clerk reminded Members of the need to let the office know of any pecuniary or personal interests, so that the register can be compiled and published.

The Town Clerk's report was **NOTED**.

145. DECLARATIONS OF INTEREST - PROCESS

(a) Declarations

In response to a query raised by Members in June, the Town Clerk's report had reminded Council that a letter dated the 14th January 2015 from the County Council's Chair of Standards Committee had recommended that all councils adopt the following uniform approach:

- (1) *All agendas to include a standing item entitled 'Declarations of Interest' towards the beginning of the agenda.*
- (2) *At that point in the meeting, members with an interest in subsequent agenda items should declare (a) the item in which they have an interest and (b) the nature of that interest.*
- (3) *When an agenda item in which a member has declared an interest is reached, the member should reiterate that interest and proceed to act in accordance with the code depending upon the nature of the interest he/she has declared.*
- (4) *That the minutes of meetings should fully record the name of the councillor declaring the interest, the item to which it relates, the nature of the interest declared and the action taken by the councillor following the declaration of that interest.*

The Town Clerk's report was **NOTED**.

(b) Dispensation

Members **NOTED** the form (attached as appendix 3 to the agenda) which a Member who wishes to speak or vote on a subject in which they have declared an interest should submit to the County Council's Deputy Monitoring Officer, to apply for a dispensation.

146. DYFED-POWYS POLICE HELICOPTER

Members **NOTED** the reply (attached as Appendix 4 to the agenda) received by the Mayor from Mike Penning MP, Minister of State for Policing, Crime, Criminal Justice and Victims, regarding the proposed closure of the Pembrey Base and loss of the Dyfed-Powys police helicopter, and the Mayor's further report that a response had also been received from the Secretary of State for Wales.

147. CARMARTHEN TOWN REGENERATION FORUM

Members noted the Town Clerk's report that the Carmarthen Town Regeneration Forum and sub-groups continue to meet and are preparing a grant application to enable delivery of their action plan. With the Chairman's consent, the Town Clerk reported that since circulation of his report a footfall report had arrived for King Street, and **RESOLVED** to forward a copy to Cllrs Peter Hughes Griffiths and Alun Lenny.

148. TOWN AND COMMUNITY COUNCIL LIAISON FORUM

Members **NOTED** the minutes (attached as Appendix 5 to the agenda) of the Town and Community Council Liaison Forum held on the 26th May 2015

149. PUBLIC SERVICES OMBUDSMAN FOR WALES - ANNUAL REPORT 2014/15

Members **NOTED** that the 2014/15 Annual Report of the Public Services Ombudsman for Wales is available online and in the office.

150. YR ATOM WELSH CENTRE - UNIVERSITY OF WALES TRINITY SAINT DAVID

The Town Clerk's report stated that on the 16th June 2015 the University of Wales Trinity Saint David had invited Members to Yr Atom for a report on progress with the major refurbishment of 18 King Street. The University emphasised that Yr Atom will be open to all. Non Welsh speakers are encouraged to use the facilities, which will include a small café (to be run by a local trader), recording studio, and rooms for hire. Members reported that Yr Atom will open formally in September 2015.

The reports of Members and the Town Clerk were **NOTED**.

151. MINUTES OF THE COURT OF ADMIRALTY HELD ON 3 JULY 2015

Members **NOTED** the minutes of the Court of Admiralty held on the 3rd July 2015, and attached as Appendix 6 to the agenda.

152. MINUTES OF CARMARTHEN RIVER FESTIVAL MEETING HELD ON 7 JULY 2015

Members **NOTED** the minutes of the Carmarthen River Festival Meeting held on the 7th July 2015, and attached as Appendix 7 to the agenda.

153. REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE BODIES, TOGETHER WITH THE MAYOR'S REPORT

The Mayor, Cllr Barry Williams, referred Members to his previously circulated list of engagements.

Cllr Philip Grice had continued to attend the Dr Mz Youth Project, which has lost its Welsh Government funding (formerly delivered via the County Council). Members reported that County Council Officers are confident that Dr Mz could secure a Lottery grant. Members joined in emphasising the need for Dr Mz, and noted that the Finance Committee has asked for their Business Plan and Annual Accounts to be presented in September 2015.

Cllr Douglas Rose had attended Board meetings of Johnstown CP School, which has been appointed a pathfinder school for Information Technology in West Wales. Cllr Rose had also represented Council at a Civic Society meeting, and was appointed to a sub-committee which is reviewing the town's blue plaque scheme.

154. EXCLUSION OF PUBLIC AND PRESS

It was proposed by Cllr Dr Richard Edwards, seconded by Cllr Peter Hughes Griffiths, and **RESOLVED**, in accordance with the Public Bodies (Admissions to meetings) Act 1960, that the public and press be excluded from the meeting in view of the confidential nature of the business to be transacted.

The Town Clerk left the meeting at this point.

155. APPOINTMENT OF TOWN CLERK

Cllr Arwel Lloyd, as Chair of the Management Committee, confirmed that the six¹ shortlisted candidates for the post of Town Clerk had been interviewed by the Appointments Panel, and three had been selected to make a presentation to all Members on the evening of the 14th July 2015. It was the unanimous recommendation of the Members that were present on the evening of the 14th July that the post be offered to Mr Alun James Harries of Rhoslan, Peniel.

¹ the seventh shortlisted candidate had declined the invitation.

It was proposed by Cllr Arwel Lloyd, seconded by Cllr Douglas Rose, and unanimously **RESOLVED** that:

- (a) subject to receipt of satisfactory references, Alun James Harries be appointed Town Clerk with effect from the 1st September 2015, on the terms and conditions as advertised, on the National Joint Council for Local Government Services Salary Range LC3 (48-51), and on Spinal Column Point 50, in recognition of the skills, experience and current salary of the individual, and on the basis that the salary will be reviewed again in twelve months' time,
- (b) Council asks the present Town Clerk to stay in post until the 30th September 2015, in order to achieve a four week hand-over, albeit he will be taking some leave during that period,
- (c) Cllrs Barry Williams, Wyn Thomas and Dorothy Bere, as Mayor, Deputy Mayor and Sheriff, will arrange a dinner to mark the retirement of Selwyn Thomas as Town Clerk, to take place in late September or early October, to which Selwyn and Wendy Thomas will be invited as guests. Members will pay for their own meals, and will pay for the meals of Mr and Mrs Thomas. The Mayor, Deputy Mayor and Sheriff will also organise a collection, and will discuss with Mrs Wendy Thomas a suitable gift for Selwyn Thomas, and

It was then proposed by Cllr Dr Ioan Matthews, seconded by Cllr Dr Richard Edwards, and **FURTHER RESOLVED** that Cllr Douglas Rose, Cllr Arwel Lloyd and the Appointments Panel be thanked for bringing the search for a new Town Clerk to a successful conclusion.

At this point Selwyn Thomas and Alun Harries were invited back into the room.

Referring to minute 155(a) above, the Mayor welcomed Mr Alun Harries, and wished him well in what he hoped would be a rewarding post.

It was proposed by Cllr Dr Ioan Matthews, seconded by Cllr Kenneth Lloyd, and **FURTHER RESOLVED** that the minutes record the thanks of Council for the commitment and vision demonstrated by Mr Selwyn Thomas as Town Clerk since 2004, as exemplified by the improvements to Carmarthen Park.

The meeting closed at 8.55 pm.