

## CYNGOR CYMUNED CILYCWYM COMMUNITY COUNCIL

**Minutes** of the meeting held at Capel y Groes Vestry on Tuesday 3 July 2018 at 7.30 p.m.

**Present** : Councillors Aled Edwards (Chair) Hywel Jones, Moira Davies, Eurwyn Lewis, Matthew Paul, Walter Jones, Jamie Pickup.

**Also present** : Mrs Helen Carpenter and Mrs Ann Jones (Clerk)

**Apologies** : Councillor Arwel Davies and PCSO Helen Fender

The Chairman extended a warm welcome to Mrs Helen Carpenter. (newly appointed Council Clerk)

**Policing:** PCSO Helen Fender offered her apologies for absence.

Councillors briefly discussed problems re Cold callers which will be brought to the attention of the PCSO

**Declarations of Personal / Pecuniary Interest** : Cllrs Aled Edwards & Cllr Moira Davies (Menter Cilycwm)

**Minutes** of the previous meeting had been circulated to the Councillors. These were proposed, seconded and approved as a correct record.

### **Matters arising from the Minutes:**

#### **Correspondence**

1. One Voice Wales – Notices of meetings, Minutes of Area meetings and Bulletins were discussed. Area meeting minutes to be circulated to Councillors.
2. Carmarthenshire County Council - The following matters were discussed : Code of Conduct Training at Carmarthen (Clerk to request copies of updated Code of Conduct Guidelines for circulation to members) ; Register of Electors (restrictions re Supply & Retention) ; Waste Amnesty Notices (displayed) ; Cynllun LDP , Town & Community Council Newsletter ; Rural Affairs Conference and Safer Routes scheme circulated and noted . Rural Households survey discussed (details of Public meeting arranged by Carmarthenshire County Council awaited.)
3. Welsh Government - Correspondence received by email was circulated to Councillors to include Reviews, Notices & Consultations; Initiatives, Public appointments & Bulletins. ‘Pop in’ Consultation Event (Responses returned to Welsh Government); Statement of payments to members discussed – No payments were made to Councillors (IRP Pro forma return to be completed and submitted )  
Data protection / Privacy notices, Code of conduct (Workforce matters) & Wales Audit practice guide/exchange guidelines noted.  
Standing orders 2018 received and circulated to councillors. New Clerk asked to study detail
4. BT Payphones : Due to the long delays by BT and following repeated enquiries by the Clerk, BT are to carry out maintenance & repairs to Kiosk at Siloh . Clerk to enquire re the date proposed for the maintenance work to start.

5. Council Insurance : Invitation for renewal received from BHIB Insurance. Terms of three year renewal agreed. Clerk confirmed that following telephone enquiries, Insurance cover in respect of the Adopted Kiosk at Porthyrhyd is included under the terms of cover. Payment of £200.92 made by the renewal date (1<sup>st</sup> June 2018)
6. Hywel Dda Health Board Consultation : Consultation Questionnaire had been submitted by the Clerk in respect of ‘Proposals for Community care and three proposals for hospitals’ in the NHS Hywel Dda Health Board area. Clerk presented a summary of concerns raised at the local Consultation event held at Llandoverly . Further discussion on issues raised in respect of A & E cover and details of Services planned for Llandoverly hub . Clerk to write again highlighting these concerns .
7. Forestry Drop in event: Brief report received and noted.

***Other Miscellaneous Notices, Local Events, Publications and Newsletters & e mails were made available to Councillors***

#### **Financial matters**

- ***Adroddiad Ariannol / Financial report . Presented and discussed***
- ***Cais am Arian / Request for financial support (S137)***  
*List of requests to date to be considered at a future meeting*
- ***Cadarnhad Taliadau / Confirmation of payments :***  
*Chq 620 - 1216.39 Community election costs*  
*Chq 621 - 170.00 Internal audit fee*  
*Chq 622 - 14.00 Y Lloffwr (Advert)*  
*Chq 623 - 200.92 BHIB Ltd Insurance*  
*Chq 624 - 12.00 Howlta membership*
- ***Biliau i’w Talu / Bills for payment***  
*Clerk’s salary and Paye (Apr –June 2018) Authorized*
- ***Derbyniadau / Receipts***  
*VAT repayment awaited*
- ***HMRC : RTI Confirmation of submissions presented by the Clerk :***  
***AUDIT Matters (2017/18)***

The Clerk confirmed that the Notice of Appointment of date for the Exercise of Electors Rights is displayed as required (on the Notice Boards and Cilycwm website) Information/ assertions required by the External auditor in respect of ‘service gratuities to employees’ was discussed. Clerk to seek advice from the External auditor and proceed with submissions of the Annual return and supporting information to the External Auditors, Grant Thornton by the appointed date (23 July 2018)

#### **Materion Cymunedol / Community Matters**

Menter Cilycwm :

Cllr Aled Edwards presented a report on this project .Work to secure funding for a feasibility study was proceeding and considerable work was going on to clarify legal issues etc.

**Play area – Summer Event at Cilycwm** This community event will now be held on Saturday, 14 th July.

#### **Materion Cynllunio / Planning Matters**

Weekly Planning lists received from Carmarthenshire Council were circulated by e mail to Councillors

**Tree preservation order E 37132 Y Berllan, Cilycwm** : Response received from Mr Stephen Edwards re removal of trees from the vicarage site discussed. Clerk to write again to request that consideration be given to treating the Corsican pine. Councillors questioned whether a proper assessment had been carried out by builders/ contractors to avoid damage to the roots of the two oak trees – the TPO status may have been compromised as a result.

### **Pre Planning Consultations**

Proposals for Telecommunications Mast at Rhandirmwyn  
Proposed extension to the Poultry unit at Gwynfaes  
(No feedback received to date following Community Council's submissions to the agents acting on their behalf)

*For updates and further details on Planning applications, please visit:*

[www.carmarthenshire.gov.uk/planningapplications](http://www.carmarthenshire.gov.uk/planningapplications)

*Am y diweddara a manylion pellach , ymwelwch a : [www.sirgar.gov.uk/ceisiadaucynllunio](http://www.sirgar.gov.uk/ceisiadaucynllunio)*

### **Public Footpaths & Highway Issues**

**Penstacan 8/21 (Bye Way Open to All Traffic)** A summary report from Mr Lawday of the position to date was discussed. Plans to downgrade the route to a Bridleway is now being considered.

Correspondence was circulated to Councillors. Further feedback would be welcomed by Mr Lawday.

**Accident hotspot on Henllys hill** : No date confirmed for works to proceed

### **Other matters :**

**Notice Board at Towy Bridge Inn** : One quote received to date for the repair of the Information Board . Clerk to remind interested parties to submit quotes within 14 days. Agreed that the Clerk proceed to accept lower quote submitted and instruct contractor to carry out the work.

**Ordnance Survey PSMO Licence** . Clerk confirmed that the Licence had now been issued Subsequently, the Clerk had submitted an Application to Carmarthenshire County Council for Maps of Cilycwm Community Council area showing North and South Wards . These were distributed to Councillors (These are to be used solely for their use as Community Council members)

**Library service** : Changes to Mobile Library service times publicized .

**Social media policy** : Preliminary discussion on the use of 'Social media' . Clerk to circulate Guidelines to Councillors in preparation for further discussion

**Data Protection** : Discussion re Compliance with regulations. Clerk to arrange meeting with Mr Paul Long (Pach computers) to discuss protection measures. Clerk to liaise with Mrs Helen Carpenter.

### **COUNCIL CLERK :**

The Chairman, Cllr Aled Edwards formally welcomed and introduced Mrs Helen Carpenter to fellow Councillors. Minutes of the special meeting held on 5 June 2018 were presented. This confirmed the decision to offer Mrs Helen Carpenter the post of Clerk to the Cilycwm Community Council commencing her duties on 1<sup>st</sup> September 2018.

The retiring Clerk, Mrs Ann Jones will terminate her duties on 31 August 2018.

Quotes for a new filing cabinet were considered. The Clerk was instructed to proceed with purchasing a suitable cabinet ( Maximum budget £150)

Mrs Jones will be happy to liaise with Mrs Carpenter in the intervening period and to offer assistance with the handover of duties.

The Chairman extended his warm and generous thanks to Mrs Ann Jones for her service.