

**CYNGOR CYMUNED CILYCWYM COMMUNITY COUNCIL**

**Minutes** of the meeting held at Capel y Groes Vestry on Tuesday 10<sup>th</sup> September 2019 at 7.30pm.

**Present:** Councillors Hywel Jones (Chairman), Matthew Paul, Arwel Davies, Moira Davies, Aled Edwards, Eurwyn Lewis and Jamie Pickup. Also present Maria Bennett (Clerk).

Duncan Jordan (Penstacan), Arwel Evans (Cwm Merchon) and Mark Bennett (Eithin Tewion) also attended to hear the discussion regarding the Penstacan Byway.

**Apologies:** Cllr. Walter Jones

**Policing:** PCSO Stephen Griffiths was not in attendance. Councillors expressed their hope that the PCSO would be able to attend the next Council meeting as they have a number of concerns that they would like to raise. Cllr. Aled Edwards informed the council that those affected by the recent Tarmac scam have received excellent help from Trading Standings.

**Declarations of Personal/Pecuniary Interest:** Cllr. Moira Davies and Cllr. Aled Edwards (Menter Cilycwm), Cllr. Aled Edwards (Penstacan Byway) and Cllr. Matthew Paul (Planning Application E/39410).

**Minutes** of the previous meeting held on the 25<sup>th</sup> June 2019 were circulated to the Councillors prior to the meeting. These were proposed, seconded and approved as a correct record.

**Materion yn codi o'r Cofnodion/Matters arising from the Minutes:**

1. **BT Payphone at Siloh** – Cllr. Matthew Paul informed the council that although the kiosk has now been repainted, the glass is still missing. Action: Clerk to email BT to ensure repairs to glass are carried out before October when the maintenance season ends.
2. **Tree Preservation Order** E37132 Y Berllan, Cilycwm - Cllr. Aled Edwards emailed the planning enforcement team requesting an explanation of the action taken against the developers who caused the damage to the trees which resulted in the TPO's being removed and the subsequently felling of the trees. He is yet to receive a proper response. Action: Clerk to follow up.
3. **“The Welsh Tree of the Year 2018”** – Cllr. Aled Edwards informed the council that the prize money for winning this competition was paid to the owner of the tree who decided to use it to plant more trees.
4. **Information Board formerly at the Towy Bridge Inn, Rhandirmyn** – The Clerk informed the council that she met with Brian Hanwell (NRW) on the 17<sup>th</sup> July to agree a location for the sign at Cwm Rhaeadr. Following this meeting a project form was submitted and a final decision should be made by NRW within 12 weeks. Cllr. Arwel Davies and the Clerk advised the Council that they had been told by Kevin Phillips (CC Planning Officer) that advertising consent would be required before the sign is installed. Action: Cllr. Matthew Paul to investigate the necessity of advertising consent further.

5. **Employment Contract for the New Clerk** – A contract has been obtained from “One Voice Wales” and was deemed to be suitable following review. Action: Cllr. Matthew Paul and the Clerk to go through the contract over the telephone.
6. **Bank Account Address** – The Clerk informed the council that the bank account address has been changed and she is now able to view the accounts online.
7. **Town and Community Lighting Project** – Queries from Councillors regarding the maintenance costs associated with the new Community LED lighting stock were addressed in an email from Arwel Price (Public Lighting Engineer). It was confirmed that the new LED lanterns will come with a 12 year warranty.
8. **Tree Felling at Cwm Rhaeadr** (due to commence July 2019) – The Clerk informed the Council that this work has now been delayed until September.
9. **IT Service and Backup** – The Clerk informed the council that the laptop had been to Pach Solutions Ltd to be serviced. All unknown passwords were recovered. Anti-virus software was removed and replaced with a new free clean up software called “CCcleanup”. Files can be backed up using Dropbox area on the computer which is then synched to a secure online storage account. The Clerk advised the Council that the “Mail.live” programme will no longer send emails and unfortunately could not be fixed. This is because the software is over 10 years old and is no longer supported by the developers. Pach Computer Solutions recommended replacing the laptop at a cost of £350 - £450 and upgrading Micorsoft Office at a cost of £60 per year. The purchase of a new laptop and software upgrade was proposed by Cllr. Jamie Pickup and seconded by Cllr. Arwel Davies. Action: Clerk to provide detailed breakdown of costs to the Council at the next meeting.

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

#### *Penstacan Byway Open To All Traffic (BOAT) 8/21 and 8/25*

This item was brought forward in the Agenda by the Chairman to facilitate members of the public in attendance to discuss the matter.

An update from Jason Lawday (CC Countryside Access Officer) on the public consultation regarding the downgrading of the BOAT was read out by the Chairman. There was then a useful discussion between all parties and the following consensus was reached:

- 1) The Community Council supports the current modification order to downgrade the BOAT to a footpath and does not have any objections.
- 2) The Community Council will work with the owners of Penstacan and other interested parties to make provisions for a suitable replacement bridleway.
- 3) The Community Council does not support a new public access way extending from Penstacan to the main road via the private farm track.

It was concluded that a site meeting between Jason Lawday, Councillors and other interested parties (including the owners of Penstacan) should be held at the earliest opportunity. Action: Clerk to update Jason Lawday and arrange site meeting.

### **Gohebiath/Correspondence:**

Councillors were made aware of the following correspondence which had been previously circulated:

1. One Voice Wales – Various newsletters, training and events.
2. Carmarthenshire County Council –
  - “The Leader Programme”, enables projects to benefit from collaborative working with other partners in Wales, UK or the EU.
  - Police and Crime Panel Newsletter
  - Circulation of the “Code of Conduct 2019” training documents.
  - Details of the need to recruit Polling Station staff for all elections.
  - “Carmarthenshire Energy survey”. A short survey relating to the need for rural transport.
3. Welsh Government – “National Strategy for Flood and Coastal Erosion Risk Management in Wales”. A 12 week consultation which began on the 24<sup>th</sup> June 2019.
4. Local Democracy and Boundary Commission for Wales – A review of existing electoral arrangements.
5. Centre for Building Social Action LTD (CBSA) – Details of a new project aiming to reduce levels of food poverty within rural wards in NW Carmarthenshire. Action: Clerk to invite chairman to attend the next council meeting to give a project presentation.
6. Eluned Morgan AM/AC – Regional Newsletter

Other Miscellaneous Notices, Local Events, Publications and Newsletter and e-mails were made available to Councillors.

### **Meterion Ariannol/Financial Matters**

#### **~ Adroddiad Ariannol/Financial report:**

*Financial update was provided by the Clerk.*

*Clerk confirmed that a nil return for Councillors expenses had been submitted to the Independent Remuneration Panel.*

#### **~ Cais am Arian/Requests for Financial support (S137)**

*C.F.F.I Sir Gar/Carmarthenshire YFC - £50*

#### **~ Cadarnhau Taliadau / Confirmation of payments:**

*Chq 649 £175 – Internal Auditors Fee*

*Chq 650 £360 – Clerks Salary*

*Chq 651 £90 – PAYE*

*Chq 652 £116.20 – Clerks Expenses*

~ **Biliau i'w Talu / Bills for payment:**

£40.80 - Pach Computer Solutions

£360 – Clerks Salary

£90 – HMRC

£42.01 – Clerks Expenses

~ **Derbyniadau / Receipts:**

£136.08 – HMRC VAT Return

£1666.67- Precept

~ **HMRC:**

Confirmation of July Submission.

**Materion Cymunedol / Community Matters**

*Menter Cilycwm:*

Cllr. Aled Edwards provided the following update:

- The transfer of the Land Registry documents for Capel y Groes is now complete. Menter Cilycwm is in possession of the keys and has taken over all maintenance and running costs.
- An agreement is in place which allows the congregation of Capel y Groes to continue to worship in the building, free of charge and at any time.
- A project brief and invitation to tender has been submitted to four architects with a closing date of the 30<sup>th</sup> September for bids.
- On the 7<sup>th</sup> October a programme for S4C will be recorded.
- Community questionnaire will be available to fill in for another month. Local people are encouraged to fill this out so they can have a say in how the building is used.

*St Michaels Lynchgate:*

The Council understands from recent emails that a temporary wooden structure is to be erected at the Church to protect the public from the potential failure of the existing lynchgate.

**Materion Cynllunio / Planning Matters**

Weekly Planning lists received from Carmarthenshire County Council had been circulated by e-mail to Councillors.

*Pre Planning Consultations:*

Proposed new Emergency Services Network (ESN) communications tower at Clynmawr Farm, Rhandirmwyn – Community Councillors have no objections.

*Planning Application Consultations:*

E/39410 erection of a double stable unit for two horses at Ty Olwyn, Porthyrhyd, Llanwrda – Community Councillors have no objections.

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

[www.carmarthenshire.gov.uk/planning\\_applications](http://www.carmarthenshire.gov.uk/planning_applications)

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

**Other matters:***Archiving and Document Retention*

Clerk informed the council that the current filing cabinets for storing paper documents are full and there is no room for any further records to be stored. In addition there are a number of very old documents that need to be stored correctly. Action: Clerk to make a list of all records so that appropriate action can be decided.

*Code of Conduct Training Feedback*

Cllr. Arwel Davies and the Clerk attended Code of Conduct Training at Carmarthenshire Town Hall on the 16<sup>th</sup> July. The Clerk advised Councillors that under the Code a personal relationship is not restricted to family. The Clerk recommended that Councillors apply for dispensations early and passed on the Controlling Officers requests that all queries regarding the Code are passed on via the Clerk.

*Society of Local Council Clerks (SLCC)*

The Clerk informed the council that she had attended a regional SLCC meeting on 30<sup>th</sup> July and had found it very helpful and believed membership to the organization would be beneficial to the Council as a whole. Annual Membership to the society is £63 with an initial joining fee of £5. A motion to join the society was proposed by Cllr. Jamie Pickup and seconded by Cllr. Aled Edwards. Action: Clerk to organize membership.

*Biodiversity Statement*

The Clerk explained to Councillors that under the Environment (Wales) Act 2016 all councils are required to have a biodiversity statement by the end of the year. A draft biodiversity statement was circulated to the Councillors prior to the meeting. This was accepted by Councillors and will be reviewed annually at the AGM in May.

*Web Accessibility Regulations*

The Clerk explained that these regulations place a burden on public bodies to ensure that their websites are suitable for use by people with visual impairments and other disabilities. All existing websites need to comply by September 2020. Action: Cllr. Matthew Paul to research the regulations and determine how they apply to the Council. Clerk to contact Chris Robertson to see what can be done with the community website.

*Eisteddfod yr Urdd, 2021*

It is proposed to form a committee for the Cilycwm, Llanwrda and Llansadwrn area, to raise funds for the Urdd Eisteddfod, 2021 (held in Llandovery). A meeting is to be held at the Reading Room, Llansadwrn 12/9/2019 for 7.30pm.

*Toilets at Llyn Brianne*

Councillors have received enquiries as to how long the toilets at Llyn Brianne are going to be closed. Action: Clerk to contact Llanfairarybryn Council to see if they know.

*Street Furniture in Cilycwm Village*

Councillors have noted that an increase in the use of traffic cones is detracting from village aesthetics. Councillors hope that any unnecessary traffic cones will be subsequently removed.

Meeting Closed at 9:10pm