

Cyngor Cymuned
Llanddowror & Llanmiloe
Community Council



**Minutes of Meeting held at Llanmiloe Resource Centre on Monday 14th May
2018 at 7.00pm**

Present: Cllrs David Howells, Chris Holt, Gwyn Owen, Sandra Hewens, Angela Crewes, Phill Pickersgill, Tony Paradise.

Cllr Howells welcomed everyone to the meeting.

Annual Meeting business

1. **Apologies for absence.** Cllr Jane Tremlett had conveyed her apologies, which were accepted.
2. **Declaration of personal interests.** None were declared.
3. **Address by outgoing Chair.** Cllr Howells expressed his thanks for all the support during his year in office. He stated that it had not been an easy year, but that he had been grateful for the wholehearted support from all the Council, both as a unit and individually, throughout the year and all its ups and downs.. He also thanked the ex-Clerk for his support even when he was not in post. He spoke about the presentation to Graham James, after all his years' service.
4. **Election and installation** of new Chair, and Vice Chair, for 2018-19. Cllr Chris Holt was unanimously elected Chair for the year, after being nominated by Cllr Howells and the nomination being seconded by Cllr Paradise. The declaration of office was signed by Cllr Holt and the chain of office was duly handed over. Cllr Holt took the chair. After discussion Cllr Holt then nominated Cllr Pickersgill for the Vice-Chair position, which was seconded by Cllr Hewens, and agreed by all. Cllr Pickersgill duly signed the declaration of office.
5. **Adoption of the current policies and regulations for the coming year.** Code of Conduct; Standing Orders; Financial Regulations; Welsh Policy; Complaints Policy; Equal Opportunities Policy; Dignity at work , Bullying and Harassment Policy; Election and Co-option Policy. The Clerk stated that the policies would be available on the website.
6. **Dates and locations** for normal Council meetings for the coming year. The Clerk provided a listing, which was agreed.

This concluded the business for the annual meeting.

Normal May meeting:

1. **Adoption of previous minutes.** These were reviewed and accepted as a true record. Proposed by Cllr Holt, seconded by Cllr Crewes and agreed by all.
2. **Matters arising from previous meeting:**
 - Flytipping. A brief report of the site meeting was provided. It was agreed the Clerk should follow up as required.

Signed _____ (Chair) as a true record of the meeting. Date: _____

- Footpath in Llanmiloe – trees overhanging road. This had been mentioned in the above site meeting, and the CCC Officers had stated they would supply a contact. The Clerk would follow up on this.
- Llanmiloe to Brook footpath – mud. Cll Tremlett had reported a site meeting planned for Laugharne on 2nd June regarding the Coastal Path, so this section would also be looked at. Cllr Tremlett also reported that the road surface between Coygan and Plashett had been inspected, and she has requested it be prioritised for work in CCC’s surfacing summer programme.
- Llanddowror Pumping Station. The information had been supplied to Cllr Pickersgill, who would report on progress at the next meeting.
- Complaint. The reply that had been received in response to the report was discussed. One Voice Wales’s clarification was received and accepted, and the Council agreed to take action to ensure compliance moving forward,

3. New business:

- Llewelyn Davies internal audit letter of engagement for 2018-19. This was examined, and agreed, and duly signed. The Clerk also provide copies of the internal auditor’s report on the Council’s procedures and accounts for 2017-18, which was reviewed. The Chair signed to certify various documentation for the external audit.
- Swalec contract. This was discussed, and the Clerk asked to confirm the price was best value. If this was confirmed, the Council agreed to go with the contract as offered for the next two years.
- Code of conduct training. Three dates were provided, and interest was expressed, but none of the dates were feasible. It was agreed the Clerk should pass on any further dates that became available.
- GDPR. The Clerk had previously circulated various documents, and talked the meeting briefly through why they were necessary, how they would be used and their source. It was agreed to accept the Information and Data Protection Policy; the Email contact privacy notice; the Consent to hold information form; and the Document Retention and Disposal Policy together with its appendix detailing the relevant documents.
- Clerk – SLCC membership. It was agreed to pay for the Clerk to be a member of SLCC as described for 2018-19.
- ICO – GDPR data protection fee. It was agreed to pay the fee for the Council to be registered with the ICO.
- Recycling facilities removal from Llanddowror. This was discussed with concern expressed about how the elderly without transport in particular would manage to recycle glass items. The Clerk was requested to write to CCC expressing the Council’s concern.
- Belated acknowledgement of resignation. The Council had recently realised that they had not acknowledged the resignation of M J Cory from her voluntary role of Meeting Room Co-ordinator and Flood Plan administrator last year. They now acknowledged the receipt of that resignation.

4. Financial report

The Clerk took the meeting through the current financial situation of the Council, and provided the latest bank statements.

Invoices to pay:

- Clerk salary and expenses.

Signed _____ (Chair) as a true record of the meeting. Date: _____

- SLCC/OVW conference £75 plus VAT – total £90.00. A bursary had been received which after the VAT was reclaimed would reduce the cost to £37.50.
- Swalec electricity bill - £132.30.
- Welsh Water bill - £73.19.
- CCC – election recharge for 2017-18 - £329.31.
- Chair allowance - £200.00.
- SLCC membership - £90.04.
- ICO data protection fee. - £40.00, unless paid before 25-5-18, in which case £35.00.

The above payments were agreed by all – proposed Cllr Paradise, seconded Cllr Holt.

5. Correspondence:

- Hywel Dda Big change consultation – documents were handed out.
- One Voice Wales Carmarthenshire area meeting.
- One Voice Wales guide – this had been previously circulated.
- NALC/SLCC salary scales agreed for 2018-19. This was circulated.
- Wales interpretation and language service – this had been previously circulated for information.
- Hywel Dda operation plan 2018-19 – this had previously been circulated for information.
- Wales Coastal path promotion. This had previously been circulated for information.

6. Planning matters:

- Planning application: W/37065/ Discharge of condition 7 (surface water drainage strategy) and condition 8 (pollution prevention management plan) of planning permission W/30932: land at Millside Caravan, St Clears. The Council had no views to offer on this.
- Planning application: W/37064. Change of use and extension of Pencoed Farmhouse (dwelling) to a children’s care home, including the creating of passing places along a private road. The Council requested the Clerk find more information on this if possible.
- Planning application W371669. Erection of children’s play area. Savoy Country Inn. The Council had no objections to this.
- The Council were also informed that an appeal had been lodged against the planning enforcement on Old Mill in Llanddowror.

7. Councillor’s reports for next meeting:

Cllr Holt in his role of Chair expressed his thanks, and those of the whole Council, to Cllr Howells for his leadership and work as a Chair throughout the year.

Cllr Howells stated that he had received notification the annual fire extinguisher service was due in the next month for the Meeting Room. He stated the bracket for the television would also be bought soon. He also drew the meeting’s attention to the upcoming plant sale and coffee morning on the 26th May between 10.00am and noon, and that all were welcome.

Cllr Hewens confirmed the dates of the meetings held in the Resource Centre in 2017-18 with the Clerk, and stated she would supply an invoice accordingly.

Cllr Pickersgill stated that he had been informed runners from a local club were using the road through Llanddowror for running and exercises – which at times meant entrances were blocked with bollards, and there were issues with traffic. It was agreed the Clerk should contact the club concerned and report back.

Finally Cllr Howells stated that Cllr Pickersgill had taken part in the recent Carten100 cycle event. The Council expressed congratulations to him for his achievement.

8. Date and venue of next meeting: Llanddowror Meeting Room – 7.00pm on Monday 11th June.

Signed _____ (Chair) as a true record of the meeting. Date: _____

There being no more business, the meeting concluded at 9.10pm.

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