

**MINUTES OF LLANDYFAELOG COMMUNITY COUNCIL MEETING
HELD ON 28 MAY 2020 AT 7.30PM**

1. Present: Cllr Meinir James (Chairman), Rheinallt Jones, Mair Stephens, Shan Rees, Elfyn Williams, Richard John, Janet Knott and Arfon Davies (Clerk)

Apologies: Cllr Eifion Jones, Philip Davies and Viv Davies.

2. Declarations of Interest

No declarations.

3. Minutes of the meeting of Council held on the 5th March 2020 were confirmed and signed.

4. Matters Arising

1. Vacancy on Council – The Clerk reported that the vacancy on the Council due to the passing of Cllr Ronald Thomas had been reported to the County Council with a notice to be displayed from the 8th June. If an election was called, due to the current COVID-19 situation this would not be possible to be held until between 1st February and 16th April 2021. If an election was not called, Council would be able to move forward with co-option of a new member. Noted

2. Bolahaul Junction with the A484 in Cwmffrwd – The Clerk noted that the feedback sign had been installed with payment of the £500.00 plus VAT contribution to the County Council approved. Noted.

3. Pavement damage due to residential development – Rose and Crown, Llandyfaelog – This matter continued to be monitored. It was noted that the entrance was to be relocated with this then completing the works.

4. Concerns regarding road safety at the Llandyfaelog junction with the A484 – No further progress with the audit of proposals for the junction was received. Noted.

5. Footway lighting LED lamp upgrade project – It was noted that 10 lighting columns in the Upland Arms area were awaiting completion.

6. Lighting around Ysgol Bro Myrddin – An email was received confirming that energy conservation measures were earmarked for the school as part of the re:fit Cymru energy programme. This was currently on hold due to COVID-19. The external lighting was also being considered with a scope of work to be reviewed when the lockdown was eased. Noted.

7. Footway lighting repairs – Completion of the installation of the new lamp at the GD Harries junction in Idole was awaited with the contractor only undertaking emergency works during the current situation. The lack of progress with the solar panel light in Idole was again noted with disappointment. The Clerk will contact the bus company on this matter.

8. Replacement of Notice boards and planter – The Clerk noted that three notice boards and one planter had been replaced to a high standard. The £500.00 grant payment from the County Council had also now been received. Noted.

9. Highway Safety concerns on the B4309 at Bancycapel – An email was received from the Carmarthenshire County Council Highways department confirming that the speed working group hoped to meet in June remotely as the original meeting had been cancelled. However advice received from initial discussions was that actions were unlikely to be supported. Noted.

- 10. Litter bin for Kidwelly direction bus shelter at Llandyfaelog** – The Clerk continued to chase the matter with the County Council.
- 11. Moss treatment and sweep of Llandyfaelog** - The Clerk noted that the arranged site visit had been cancelled due to the COVID-19 restrictions and information on the works required sent to the County Council who had visited and were looking to carry out works. Noted.
- 12. Appeal in relation to planning application W/37191 at the Stables, Bolahaul Road, Cwmffrwd** – The Clerk confirmed that the Planning Inspectorate had agreed the appeal and granted the planning permission. Noted.
- 13. Public Lighting at Llandyfaelog Junction** – Council awaited an update on the matter. This will be raised with the bus company for support.
- 14. Keep Wales Tidy – Local Places for Nature Starter Pack** – The Clerk confirmed that the Wildlife Garden starter pack had been ordered and was anticipated to be received in July. Noted.
- 15. Donations made in March Council meeting** – Council noted the letters of thanks received from Llandyfaelog Show, Llandyfaelog Hall, Cruse Carmarthenshire, Cancer information and Support Service and Age Cymru Sir Gar.

5. Correspondence

- 1. One Voice Wales** - Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Clerk explained the regulations that meant that Council meetings would be able to be carried out via video conferencing if necessary until May 2021. The Council approved the regulations to be utilised by the Council while meetings at Llandyfaelog Community Hall were not possible.
- 2. One Voice Wales** – Cllr Mair Stephens noted her interest. 2020-21 Subscription. Payment of the subscription at £202.00 was approved.
- 3. Carmarthenshire Federation of YFCs** – Invitation to the annual rally on the 9th May which had subsequently been cancelled. Noted
- 4. Footpath 29/3 – Between Croesyceiliog and Pentrepoeth** – Cllr Richard John noted concerns that had been raised in relation to the entrance to the path at Pentrepoeth and concerns raised in relation to dogs / the possible closure / redirection of the path away from a private dwelling. The matter had been raised with the County Council and was now on hold pending the loosening of the COVID-19 lockdown.
- 5. Hywel Dda Community Health Council** – Newsletters for March and April. Noted.
- 6. Carmarthenshire County Council** – Open Space agreement as part of the Carmarthenshire Revised Local Development Plan. The Clerk confirmed that he had provided the relevant information for the Llandyfaelog Community area.
- 7. Carmarthenshire County Council** – Notification of temporary road closure of the C2073 in Croesyceiliog on the 21st April for a period of 2 days. Noted.
- 8. Carmarthenshire County Council** – Confirmation of payment of 1/3rd of the 2020-21 precept being £7,666.66. Noted.
- 9. The Post Office** – Information on the post office payout service. Noted.
- 10. One Voice Wales** – April Newsletter. Noted.
- 11. Post office delivery services in Pentrepoeth** – Cllr Richard John noted concerns that had been expressed that two properties in the Pentrepoeth area were named ‘Woodlands’, this had been raised with the County Council and

Post Office. The matter had thereafter been noted to be closed as the owners of the second Woodlands property, appeared to have now changed its name.

- 12. Ynni Sir Gar** – Information on the Woodland Trust community trees planting project. Noted.
- 13. Carmarthenshire County Council** – Information request on any unoccupied or vacant properties in the area due to the COVID-19 situation or otherwise. The Clerk confirmed that he had provided the necessary details.
- 14. Blocked drains in the Heol y Lan area** – Cllr Elfyn Williams had noted concerns in relation to the matter and the Clerk had raised with the County Council. Noted.
- 15. Barclays Bank** – Statements, Cllr Elfyn Williams had carried out the quarterly bank reconciliation review. Noted.
- 16. Clerks and Councils Direct Magazine** – Noted.
- 17. Footway lighting repairs** – Faults with footway lights at Capel Penygraig and Star Forge had been reported to the County Council. Noted.
- 18. Highway repairs Capel Penygraig to Cwmffrwd** – Repairs required to the road between Capel Penygraig and Cwmffrwd had been reported to the County Council with works then carried out. Noted.

6. Idole Field and Council Amenities

- 1. WI Tree planting project** – It was noted that the trees had been planted but that the event arranged to mark the occasion had been cancelled, it was noted that this will be re-arranged.

7. 75th Anniversary of the end of the 2nd World War

It was noted that the events planned to mark the 75th anniversary of VE Day had been cancelled by the ongoing COVID-19 situation. Possible events for the 75th Anniversary of VJ Day will be considered at the next meeting.

8. Accessible Website

The Clerk confirmed that progress was being made with the website.

9. Handyperson Agreement

Cllr Meinir James noted her interest in the matter. The Clerk confirmed that Michael Leefe had commenced as Handyperson on the 1st March with hours worked per month as follows thus far:

- March – 28 hours - £420.00
- April – 32 hours - £480.00
- May – 32 hours - £480.00

The Handyperson provided a proposal for the preparation, cleaning and painting of the pump house and pump in Llandyfaelog being 16 hours (£240) plus £20 materials. This was approved.

It was agreed to invite the Handyperson to attend the next face to face Council meeting.

10. COVID-19

Members discussed the ongoing COVID-19 situation and its impact upon the Community. It was noted that the YFC have offered their help within the Community. A support service is also in place in Llandyfaelog. The hard work of the NHS and care workers during the crisis was noted. A letter will be sent to the County Council thanking the social care workers' dedicated work with home visits.

11. Garden Competition

The Chairman noted that due to the ongoing COVID-19 situation that the decision had been taken to cancel the 2020 competition. This was agreed by Council.

12. 2019-20 Budget Report

The Clerk presented the 4th quarter budget report for the 2019-20 Financial Year. Council carried out the quarterly budget monitoring and accepted the report. The Clerk was thanked for his work.

13. 2019-20 Annual Return

The Clerk presented the annual return that had been internally audited by Mr. Mark Gower. The Internal auditors' annual report was received and noted. The Clerk confirmed that he had certified and signed the annual return. It was noted that Council balances at the end of the year stood at £24,830.

The Clerk confirmed that due to the ongoing COVID-19 situation that the normal arrangements for advertising the date for the exercise of elector's rights were being delayed as it would not be possible to allow access to Council Offices / Clerk's homes in the circumstances. Additionally the date of audit may be delayed beyond the required deadline of the 30th September. If required a notice will therefore be placed in the Community confirming this as required by the regulations.

Council approved the Annual Return and completed the Annual Governance Statement.

The Chairman was authorised to sign the return.

Council approved payment of the Audit fee being £60.00. A letter of thanks will be sent to Mr. Gower.

14. 2020-21 Insurance Agreement

The Clerk noted the prices received from the Council Insurance Brokers Came and Company as follows:

- Pen Underwriting £686.58

- Hiscox £903.37
- Ecclesiastical £822.64

Council resolved to agree the policy with Pen Underwriting for the 2020-21 year.

15. 2020-21 Internal Auditor

Council agreed to appoint Mr. Mark Gower as the Internal Auditor for the 2020-21 financial year.

16. 2020-21 Risk Analysis

Council considered the draft 2020-21 Risk Analysis which was presented by the Clerk. Amendments were proposed to the sickness section which will be presented for approval at the next meeting.

17. 2020-21 Staff Salary, Members Allowances and Contracts report

Council agreed to exclude the public and press from the meeting for this item due to the nature of the information to be discussed.

The Clerk presented the information report and the following items were agreed.

a) Bus Shelter Cleaners

Following discussion, it was agreed to set the payment for the Croesyceiliog Bus Shelter at £100 for the year.

b) Handyperson

Handyperson is Michael Leefe with a payment of £15.00 per hour.

c) Council Clerk

It was agreed to retain the current pay point at the top of the relevant scale at point 29, currently £7,297.03. Council confirmed payment of a £25.00 allowance per month for home working. This included the HMRC home working allowance (currently £18.00 per month).

Council further confirmed payment of necessary mileage claims paid on the HMRC mileage allowance rate (currently 45p per mile).

d) Members expenses allowance

The Clerk provided detail of the Annual Report and determinations of the Independent Remuneration Panel for Wales.

Council noted that it was required to make a sum of £150 available for members in relation to expenses costs. This to be paid in February 2021. Members were to make the Clerk aware in writing if they did not wish to receive the payment.

Council further agreed not to make available the £500 sum for members with specific responsibilities. Council noted that the Chairman's Allowance for the year was agreed at the Annual Meeting.

18. Planning

- a) **W/40327** – Plot on Cwmaile Field, Pentrepoeth, Idole, SA32 3DH. Evans. No objections.
- b) **W/40350** – Removal of conditions 1,9,10,11,14 (reserved matters approval, passing bay, SUDS, surface water management, buffer zone details) and variation of condition 13 on W/31450 (buffer strip). land adjacent to Maesglasnant, Cwmffrwd, SA31 2LR, Mr Derrick Phillips. No objections.
- c) **W/40429** – Refurbishment of property with new rear single storey extension and raised patio area. School House, Llandyfaelog, SA17 5PP, Anne Stephens. No objections.

19. Applications for Financial Assistance

- 1. **Wales Air Ambulance** – A contribution of £50.00 was agreed.
- 2. **Tenovus** – No contribution.
- 3. **Tarian Cymru** – To be considered further at the next Council meeting.

The following additional payments were agreed to be made in memory of Cllr Ronald Thomas as follows:

- 4. **St Maelogs Church** - A contribution of £25.00 was agreed.
- 5. **Oncology Department Singleton Hospital** - A contribution of £25.00 was agreed.
- 6. **Marie Curie** - A contribution of £25.00 was agreed.

20. Accounts

- a) The following payments were approved (the Clerk noted that payments 1-7, made in April had been approved via circular email sent to all members):

1.	Description	Salary	Expenses	Total Gross	Tax Deducted	NI Deducted	Net Pay
Arfon Davies	March salary and costs	£615.04 £18.00	£7.00 £11.70	£651.74	£124.40	£0.00	£527.34

- 2. **HM Revenue and Customs** £373.20 January – March tax deductions
- 3. **Michael Leefe** £420.00 Handyperson March (see item 9)
- 4. **Carmarthenshire CC** £3,099.03 2019-20 Public Lighting Charges £2,582.52 plus VAT £516,51
- 5. **Carmarthenshire CC** £600.00 Driver feedback sign contribution (see item 4.1 £500.00 plus VAT £100.00)
- 6. **Urban Leisure** £936.00 Repairs to play equipment at Idole Field following annual inspection

**7. One Voice Wales £202.00 Annual Membership 2020-21
(see item 5.1)**

8.	Description	Salary	Expenses	Total Gross	Tax Deducted	NI Deducted	Net Pay
Arfon Davies	April salary and costs	£615.04 £18.00	£7.00 £21.60	£661.64	£124.40	£0.00	£537.24

9. Information Commissioner £40.00 Registration 2020-21

- 10. Michael Leefe £480.00 Handyperson April (see item 9)**
11. Mark Gower £60.00 Internal Audit Fee (see item 13)
12. Came and Company £686.58 Insurance Police (see item 14)

13.	Description	Salary	Expenses	Total Gross	Tax Deducted	NI Deducted	Net Pay
Arfon Davies	May salary and costs	£615.04 £18.00	£7.80 £7.00 £18.45	£666.29	£124.40	£0.00	£541.89

- 14. Michael Leefe £480.00 Handyperson May (see item 9)**
15. Wales Air Ambulance £50.00 Donation (see item 19.1)
16. St Maelogs Church £25.00 Donation (see item 19.4)
17. Oncology Department £25.00 Donation (see item 19.5)
Singleton Hospital
18. Marie Curie £25.00 Donation (see item 19.6)

21. Any other business

1. Litter and flytipping issues in the Community were discussed.
2. It was noted that former Council Chairman Cllr Arthur Davies' partner Mike had passed away recently.
3. It was noted that the wife of the late Council Clerk Lyn Lewis had recently passed away.
4. The Clerk was thanked for ensuring a meeting could take place under the regulations.

The next meeting of Council will be held on Thursday 2nd July 2020.