

**St Clears Town Council**  
**Minutes of the Town Council Meeting**  
**held in Meeting Room 1, Y Gât/The Gate, Pentre Road, St Clears**  
**on Tuesday 28<sup>th</sup> May 2013 at 7.30pm**

**Present:**

Councillors CM Davies, L L ap T Davies, Dr WEVJ Davies, RG Edwards, EH Eynon, KA Major, PJ Rogers, SJ Runnett, Mrs JSV Rees and Mrs H Witt

In the Chair - Cllr Mrs JSV Rees (Town Mayor)

**7. Apologies**

Apologies for absence were received from Councillors Mrs CM Ingleton, P Lanc and Mr Lynn Bowen, Clerk to the Council

**8. Personal Matters**

The Town Mayor thanked members for their support at the Annual meeting and mayor making ceremony.

**RESOLVED that the Press and Public be excluded from the meeting to enable Council to consider interim arrangements relative of the engagement of staff in the absence of the Clerk.**

The Mayor referred to the receipt of a letter of resignation Mr Lynn Bowen to take effect from 31<sup>st</sup> August 2013. In accordance with the instructions of Council at its last meeting, the Mayor and the Deputy Town Mayor had met with the Clerk and as a result Mr Elfyn Williams had been invited to assist Council relative to administrative duties.

**RESOLVED that i) Mr Lyn Bowen's letter of resignation be received with regret and ii) Mr Elfyn Williams be requested to provide administrative support relative to the meeting with further consideration to be given later in the evening as to how Council could best deal with its business in the short term.**

**9. Declarations of Interest**

No declarations of interest were recorded

**10. Minutes**

**RESOLVED that i) the minutes of the meeting of the Town Council held on 23<sup>rd</sup> April and the Annual meeting held on 17<sup>th</sup> May 2013 be confirmed and signed as a true record and ii) Council's gratitude to Mrs Annalyn Davies and Councillor P J Rogers in relation thereto**

**11. Matters Arising**

207. County Council Report

i) Copies of the Protocol for working relationships between Community Councillors and the local County Councillor were distributed to members.

**RESOLVED that an item be included on the agenda of the next meeting of Council to enable consideration of any implications for the authority.**

ii) Casual Vacancy - Llanfihangel Abercowin Ward

Notice of Poll with regard to the election of a Town Councillor on 13<sup>th</sup> June

210 b Correspondence in respect of the reopening of St Clears Railway Station .

It was noted Simon Hart MP was now board with regard to the campaign to reopen the Railway Station.

## 12. Clerk's Report

i). Carmarthenshire County Council

a) Community Partnership Agreement (Cleansing) 2013/14

**RESOLVED that the terms and conditions of the service level agreement with Carmarthenshire County Council relative to the cleaning of the recycling area be approved for the 12 months commencing 1<sup>st</sup> April 2013**

b) Posters on discarded needles

ii). One Voice Wales

a) 2013 Conference and AGM

**RESOLVED that i) Councillors K A Major and S J Runnett be nominated to attend the Conference and AGM on Saturday 5<sup>th</sup> October 2013 at a total cost of £130 and b) further consideration be given to the submission of a motion for debate at the AGM which must reach the Conference Agenda Committee for consideration by Friday 28<sup>th</sup> June .**

b) Renewal of membership

Confirmation in respect of the renewal of membership was noted

iii). SSE Renewables

The meeting noted the project update on Nant y Moch Wind Farm

iv). Welsh Water

Advance notice of visits to the area to track down small kiosk style structures which form part of the sewerage network was noted

v). Zurich Municipal

**RESOLVED that Council renew's its insurance policy with Zurich Municipal with effect from 1<sup>st</sup> June at a cost of £3831.89**

vi). Eisteddfod Genedlaethol Cymru - Sir Gâr

In response to the invitation for 4 members to attend the National Eisteddfod Proclamation Ceremony taking place in Carmarthen on Saturday 29th June, expressions of interest were received from Councillors Mrs J S V Rees, R G Edwards, L Lap T Davies and Mrs H Witt.

vii). Canolfan Tywi Centre

Notification of awards relative to various projects

**RESOLVED that the agreements be signed relative to Phases 1 and 2 of the projects**

viii) BDO

The meeting noted the revised scale of audit fees effective from the year ended 31 March 2013

ix) Planning

a) Application

**RESOLVED that no adverse comment be submitted in respect of application W/28190 extension and alterations at Sheaf House, 28 High St, Bancyfelin**

b) Approval

It was noted that application W/27959, reorganisation of parking area & erection of three terraced dwellings at land to the rear of the Black Lion Public House, Pentre Rd, had been granted planning permission on 20 May 2013.

x). Informative Material

The meeting noted the various items received as itemised in the report together with the Rural Services Survey 2013

### **13. Steering Committee**

The Chairman, Councillor E H Eynon reported on the meeting and in particular to the discussions with Council's Solicitor relative to the transfer of the Welfare Field to The Town Council when various questions were tabled which required responses. It was noted that a further meeting would be necessary possibly in September when clarification was available on the issues raised.

### **14. Payments**

**RESOLVED that the following accounts be approved for of payment**

- 103253 City Illuminations Ltd - £720.00 – Call Out Re Christmas Lighting – Market Square 12.12.12 (2012/13)**
- 103254 J N Williams Ground Maintenance Ltd - £300.00 – De-littering Children's Play Area, Skateboarding Area, Market Square and Recycling Area February, March and April 2013.(£200.00 - 2012/13)**
- 103255 J N Williams Ground Maintenance Ltd - £583.00 – 1<sup>st</sup> Instalment Re Summer Ground Maintenance Contract**
- 103256 Bowen and Weaving Ltd - £5.66 - Stationery**
- 103257 Mrs Jane Rees - £3,000.00 – Town Mayor's Allowance 2013/14 Civic Year**
- 103258 Christine James - £260.00 – Town Mayor's Civic Reception**
- 103259 Tesco Stores Ltd - £66.72 - Refreshments re Mayor's Civic Reception (Reimburse Mrs J Rees)**
- 103260 N and J James - £450.00 – Delivery, erection and Collection of Market Stalls 12.4.13 and 10.5.13**
- 103261 IJT Direct - £7.82 – Ink Cartridge (Reimburse L Bowen)**
- 103262 Choice Stationery Supplies - £8.87 – Ink Cartridge (Reimburse L Bowen)**
- 103263 Lynn Bowen - £1,188.27 – Clerk's Salary May 2013**
- 103264 Zurich Municipal - £3831.89 - Renewal of Insurance 2013/14**
- 103265 One Voice Wales £130.00 - Delegates Fees - Annual Conference**

### **15. Reports on meetings of Outside Bodies etc**

Members listened to lucid reports from:

Councillor C M Davies on the Ysgol Griffith Jones Governing Body

Councillor R G Edwards Ysgol Bancyfelin Governing Body

Councillor C M Davies on his attendance at the Buckingham Palace Garden Party.

### **16. Town Mayor's Report**

The Town Mayor together with the immediate past Town Mayor reported on recent civic engagements.

### **17. Projects and Events Development Co-ordinator Post**

Councillor R G Edwards reported that following the interview of candidates Ms Helen Williams had been offered the post and it was anticipated she would commence her duties on 2nd September. Councillor Edwards added that in order to provide members with an opportunity to meet her and vice versa he had invited Helen to attend at 6.30pm in advance of the next meeting of the Town Council on Tuesday 18<sup>th</sup> June.

**RESOLVED that i) the action taken be approved and ii) a letter congratulations be sent to Ms Helen Williams**

### **18. Residents Drop In Session**

It was noted that one resident had attended the Drop In Session held prior to the meeting when the question had been asked as to what action the Town Council could take to raise public awareness with regard to the forthcoming election to fill the casual vacancy in the Llanfihangel Abercowin Ward

**RESOLVED that Council should look at what possible action could be taken to raise public awareness in advance of the poll.**

### **9. Any Other Business**

i) Heritage Trail Group

**Councillor P J Rogers drew attention there was now a need to convene a meeting of the Heritage Trail Group**

**RESOLVED that a meeting of the Heritage Trail Group be held on Monday 10<sup>th</sup> June at 6pm**

ii) St Clears & District Water Sports Association

Councillor C M Davies drew attention to the launch of the Kayaking Club on Friday at Lakeside, Meidrim Road which would require the use of a market stall.

**RESOLVED that a stall be made available on the usual practice adopted by the Town Council**

iii) St Clears AFC

Councillor L Lap T Davies drew attention to the success of the Club's first and second string teams in the Pembrokeshire League gaining promotion.

**RESOLVED that letter be sent congratulating the Club on its success**

### **20. Clerk to the Town Council - interim arrangements**

**RESOLVED that the Press and Public be excluded from the meeting to**

**enable Council to consider interim arrangements relative of the engagement of staff in the absence of the Clerk.**

Members discussed arrangements as to how best to carry out its business in the short term and proceed to fill the resultant vacancy following the resignation Mr Lynn Bowen.

**RESOLVED that i) Mr Elfyn Williams be appointed as Acting Clerk for the period to the end of August 2013 and ii) a special meeting of Council be held on Tuesday 11<sup>th</sup> June at 7.30pm to commence the recruitment process for a Clerk to the Town Council**

## **21. Items referred from the Annual Meeting**

Having resolved immediate administrative arrangements members proceeded to consider the following issues:

i) Committee Membership 2013/14

**RESOLVED that i) Committee membership for 2013/2014 be as follows:**

**a) Environment Committee (6 Members)**

**Councillors C M Davies, Dr W E V J Davies, P Lanc, P J Rogers, Town Mayor and the new member elected on 13<sup>th</sup> June.**

**b) Finance and Resources Committee (5 Members)**

**Councillors R G Edwards, E H Eynon, K A Major, S J Runnett, Town Mayor**

**c) Planning and Communities Committee (6 members)**

**Councillors C M Davies, L L ap T Davies, K A Major, Mrs C M Ingleton Mrs H Witt, Deputy Town Mayor**

**ii) each committee elect its own Chair and Vice Chair**

**iii) Membership of the Steering Committee be as follows:**

**Councillor E H Eynon as Committee Chair with the Chairs of the Environment Committee, Finance and Resources Committee and Planning and Communities Committee together with the Town Mayor.**

In accepting the Chair, Councillor EH Eynon drew attention that there should be an opportunity to clarify the role of the committee at the next meeting of the Town Council.

**iv) a suitable item as to the role of the Steering Committee be included on the agenda for the next meeting of Council.**

ii) Committees Meetings

**RESOLVED that the first meetings of the committees be as follows:**

**Environment Committee - Monday 3<sup>rd</sup> June at 6pm; Planning and Communities Committee - Monday 3<sup>rd</sup> June at 7.30pm and Finance and Resources Committee - Tuesday 11<sup>th</sup> June at 6pm ;**

iii) Representation on Outside Bodies 2013/2014

**RESOLVED that the Town Council's representation on the various outside bodies be as follows for the 2013/2014 civic year :**

**i) Twinning Committee - Councillors L L ap T Davies, R G Edwards, Mrs J S V Rees (for future reference the Town Mayor attends as ex-officio)**

**ii) Community Associations :**

**Bancyfelin - Councillor R G Edwards,**

**St Clears - Councillors S J Runnett and Mrs J S V Rees**

**iii) Police Consultative Committee /PACT - Councillor R G Edwards**

**iv) Primary School Governing Bodies:**

**Ysgol Griffith Jones - Councillor C M Davies**

- Ysgol Bancyfelin - Councillor R G Edwards**  
**v) Osborne Charity - Councillor Dr W E V J Davies**  
**vi) One Voice Wales (Carmarthenshire Area Committee)**  
**Councillors K A Major, S J Runnett and L L ap T Davies (Reserve)**  
**vii) Taf Myrddin Community Network - Councillor L L ap T Davies**  
**viii) St Clears and Laugharne Business Chamber - Town Mayor**  
**ix) Carmarthenshire Tourist Association - Councillor P J Rogers**  
**x) St Clears Partnership - Town Mayor, Deputy Town Mayor and the Clerk**  
**xi) Local Health Panel - Councillors Mrs J S V Rees/L L ap T Davies and vacancy**  
**xii) Cultural Olympiad Project - Dyffryn Taf Area - Councillor R G Edwards**  
**xiii) Fair Trade Steering Group - Councillor L L ap T Davies**

## **22. Date and Time of Next Meeting**

It was noted that the next ordinary meeting of the Town Council would be held on Tuesday 18<sup>th</sup> June at 7.30pm

**Meeting terminated 10.30pm**