

**Clerk's Report**  
**September 2021**



**Llanon Community Council**  
**11<sup>th</sup> September 2021**  
**Clare Hope**

## **Introduction**

The aim of this report is to provide the members of Llannon Community Council with a detailed update of the work carried out since the last council meeting and the information required for the members to make decisions at the next meeting.

The report should be read in conjunction with the agenda. If you have any questions that do not have an agenda item attached, please raise them during agenda item 5.

### **1. Governance and Administration**

- a) **Declarations of Personal & Prejudicial Interest** – In accordance with Section 81 of the Local Government Act 2000, I am required to record interests in a register which the public can request sight of at any time. I have been unable to find a register so I have circulated a form to you all which **must** be completed and returned to me prior to the meeting on 15<sup>th</sup> September 2021. This information will be published on the council's website in accordance with the Local Government (Democracy) (Wales) Act 2013, s.55.

**(AGENDA ITEM 2 – Clerk to report declarations received)**

- b) **Appointment of a Responsible Financial Officer** – In accordance with Section 151 of the Local Government Act 1972 all councils must appoint an officer for the financial administration of the council. In Wales, the duties, and responsibilities of the RFO are carried out in accordance with the requirements of the Accounts and Audit (Wales) Regulations and the Practitioner's Guide on Governance and Accountability for Local Councils in Wales (2019 Edition). Until the appointment of the permanent Clerk/RFO is concluded, you must formally appoint someone to carry out this role in the meantime.

**(AGENDA ITEM 6 – Resolution required)**

- c) **Publishing Minutes** - In accordance with the Local Government and Elections (Wales) Act 2021, draft minutes of the council meetings are now being published on the council's website within seven working days of the meeting taking place.

- d) **Code of Conduct** – In accordance with the Local Government Act 2000 s.52, there is a duty on councillors in Wales to comply with the Code of Conduct. As of the 30<sup>th</sup> September 2021, all active members will have completed the Code of Conduct training delivered by One Voice Wales. I have sent an update to the Standards Committee. The council is required to review the Code of Conduct so I have circulated the 2016 Model which I would advise is adopted by the council for 2021-2022.

**(AGENDA ITEM 7 – Resolution required)**

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- e) Policy Review** – A full review of the council's policies must be carried out. There are several policies that can be adopted from Ellis Whittam. I would advise this is addressed as an immediate action by the permanent Clerk/RFO when they are appointed.
- f) Council's filing system** – I am saving everything to the council's One Drive. The One Drive will need an overhaul which I advise is also addressed by the new Clerk/RFO when they are appointed.
- g) Correspondence** – The following correspondence has been circulated to all members:
- 27/07/21 - E-mail from Zoe Truman regarding New Year's Honours 2022
  - 13/08/21 – E-mail from myself regarding Safe Routes to Communities
  - 13/08/21 – E-mail from OVW regarding multi-location meetings
  - 13/08/21 – E-mail from Ramblers Cymru regarding improving local paths and nature
  - 13/08/21 – E-mail from myself with press release regarding RIOT Urban Sports Park
  - 17/08/21 – E-mail from myself regarding media contact
  - 18/08/21 – E-mail from myself regarding RIOT Urban Sports Park & press release
  - 20/08/21 – E-mail from OVW and Keep Wales tidy regarding a free webinar on 15<sup>th</sup> September 2021
  - 20/08/21 - E-mail from Linda Mann (Childcare Play & Policy Manager, Welsh Government) regarding alert levels for playgrounds
  - 20/08/21 – E-mail from OVW regarding updated guidance of the 2016 model Code of Conduct
  - 20/08/21 – E-mail from Jamie Horton (CAVS) regarding a meeting to discuss the re-opening of community centres
  - 20/08/21 – E-mail from myself regarding Tumble Community Hall's Facebook page
  - 23/08/21 – E-mail from myself regarding annual leave
  - 02/09/21 – E-mail from OVW regarding a consultation on second homes
  - 02/09/21 – E-mail from OVW regarding their response to the IRPW
  - 02/09/21 – E-mail from NRW with Our Living Trails Newsletter
  - 02/09/21 – E-mail from Mike Krawec (WG) regarding Cymru'n Cofio Wales Remembers final publication
  - 02/09/21 – E-mail from OVW regarding Queen's Platinum Jubilee Beacons
  - 02/09/21 – E-mail from Electoral Reform Newsletter August 2021
  - 02/09/21 – E-mail from Sanjiv Vedi (WG) regarding members to join Community Health Councils

## **h) Member's Training Update**

All active members will have attended Code of Conduct training by 30/09/21. In addition:

- Cllr Michael Jones (Chair) has attended the following courses:  
Module 10 - Chairing Skills
- Cllr Jones will also be attending:  
Module 4 – Understanding the Law on 14<sup>th</sup> September 2021
- Cllr Llinos Davies has attended the following courses:  
Module 14 – Equality and Diversity  
Module 5 – The Council Meeting
- Cllr Davies will also be attending:  
Module 15 – Information Management on 29<sup>th</sup> September 2021
- Cllr Christopher Davies has attended the following course:  
Module 5 – The Council Meeting

**Future Training** - As the council will need to consider the budget for 2022/2023 over the next few months, I feel it would be beneficial for those who sit on the Finance Committee to attend the following training sessions which I would suggest are booked as bespoke sessions at a cost of £299 each:

- Understanding Local Government Finance (Basic) – Module 6
- Understanding Local Government Finance (Advanced) – Module 21

**(AGENDA ITEM 8 – Resolution required)**

The training budget set for 2021-2022 has already been exceeded due to the training sessions the grounds staff have undertaken. The council will need to consider a virement from one budget to the training budget to account for this. I suggest a full review of the 2021-2022 spend against budget is carried out by the Finance Committee in October.

## **2) Strategic Development**

- a) **RIOT Urban Sports Park Update** – will be provided during agenda item 10 the meeting
- b) **Well-being and Biodiversity** - The new Clerk will need to review the council's well-being plan and biodiversity policy and report back to council.

**3) Financial Governance and Accountability**

- a) **Cashbooks** – I have completed the council's cashbooks for July and am currently working on August's. I hope to provide full financial reports prior to the meeting.
- b) **Exercise of Electors' Rights** – The council has a duty to exercise the electors' rights to inspect the accounts in accordance with the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations. The notice was published on the website and the window of the Hall on 6<sup>th</sup> August 2021. The accounts can be inspected on application from 20<sup>th</sup> August 2021 – 17<sup>th</sup> September 2021. I have not received any requests to date.
- c) **Internal Audit** – In accordance with the Accounts & Audit Regulations 2014, all councils must have an adequate and effective internal audit in place. Further to previous meetings Mr Lyn Llewellyn has resigned from his position as the council's internal auditor. I contacted Carmarthen Town Council who advised Mr Llewellyn has also resigned from their council and they are seeking alternative provision. I spoke to Mark Galbraith the Clerk of Llanelli Rural Council and they have been using my previous recommendation for a number of years and are just about to commit to a further long-term contract. I have therefore contacted the company I previously recommended and requested a quotation. If the quotation arrives prior to the meeting, I will forward this to you for discussion.  
**(AGENDA ITEM 10 – Resolution required if quote has been circulated)**
- d) **Payroll** - is now completely outsourced to CCC. They will make payments directly to the staff, HMRC & Dyfed Pension Scheme. The council will be invoiced by CCC and one payment will be made.
- e) **Staff absence** - Holiday allowance/OT and TOIL is all currently being reviewed. A records system is being developed so this information is kept digitally. This will be completely up to date for the handover to the new Clerk/RFO.
- f) **Unity Trust Bank** – An application has recently been made to set up three accounts and I am currently awaiting their response.
- g) **Payments** - Are currently presented to council retrospectively. All payments have been made by two signatories at the bank or by cheque. Where cheque was the necessary option, each invoice has been checked by the signatory prior to signing the cheque and the invoices and cheque stubs have been initialed to confirm this.
- h) **Salary** – My salary has been authorised by the Chair and all other staff salaries have been authorised by myself.

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- i) **Expenses** – My expenses have been authorised by the Chair and all other staff salaries have been authorised by myself.
- j) **RCDF** – The extension has been agreed however work will need to be carried out to establish whether the current profile of the application can be amended to secure the funding. I will report back when I have further information.
- k) **Audit Wales Enquiry** – Following the submission of the 2020-2021 annual return, Audit Wales have requested clarification surrounding the RFO's contract. I have supplied the information and await their response.
- l) **RBS RIALTAS** – I have spent four hours with Rialtas going through the accounts and have started to update the finances.
- m) **Financial Regulations** - will need to be reviewed on the appointment of the new Clerk/RFO.

#### 4. Estates and Facilities

##### Cemetery

- a) The previous Clerk is still holding the cemetery records. There are some issues regarding the records which the previous Clerk has assured me he is dealing with.
- b) The fees have not changed since 2018/2019 and will need to be considered as part of the 2022/23 budget. I have updated the forms and added them to the council's website.
- c) **Bus Stop** – Cllr Llinos Davies has reported that the bus shelter opposite the cemetery has been vandalized with graffiti. I am currently establishing if this is our bus shelter or CCC's and will action the work accordingly.

##### Tumble Memorial

- a) The memorial will be tidied up this week.

##### Cross Hands Park

- a) **Complaint received regarding houses at 78 – 82 Carmarthen Road/Bridle Path** - Residents contacted me to advise they had complained to the council previously about pine needles falling from the trees into their gardens. I visited number 82 and the pine needles covered the whole garden. The roof and guttering of the garage at the rear was full of needles. The quality of life of the

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residents is really being affected and they are not physically fit enough to clear the needles.

Following the visit, Roger informed me that a bridle path was going to be built and the trees were being cut down as part of the retail park development.

I have obtained a map of the park which shows the route of the bridle path. I am currently trying to establish with CCC if the trees are going to be cut down and when the work is due to start. I am keeping in touch with the residents in the meantime.

I have spoken to CCC Legal team who only found out recently that the bridle path is being built. The lease will need to be updated to reflect the change as the bridle path will remain the responsibility of CCC.

I will report back to the council with further information as it is obtained.

- b) Bowls Pavilion Roof** – Walford has obtained a quote for cladding to repair the roof in the sum of £1842.82 plus VAT. When the roof is removed the boards and felt might need to be replaced and there will be a cost to dispose of the existing roof.

There is no budget to cover repairs required in Cross Hands Park. If the council wishes to proceed with the repairs, I advise the materials are paid from the Cross Hands Park earmarked reserves and can be replaced when the council receives the £35k promised from Carmarthenshire County Council.

**(AGENDA ITEM 11a – Resolution required as to whether the works are to be carried out and if so, the materials are to be paid for from the earmarked reserves)**

- c) Cefneithin RFC** – Have requested the use of the Rec for junior rugby. I am currently liaising with Jason Mathews and will return to the council when I have further information.
- d) Cesspit** – On 9<sup>th</sup> September 2021, Walford reported that the cesspit was full and needed to be emptied urgently. I contacted Gareth Howells at CCC who will arrange the work. Walford advised there is a long-standing issue, he feels rainwater is finding its way in. I have also asked Gareth to investigate this.

There is a discrepancy as to whether the cesspit is CCC responsibility or LCC responsibility. I have discussed this with the legal team at CCC and requested that when the new lease is drawn up, the cesspit remains the responsibility of CCC. They are looking into this.

- e) Correspondence received from Cross Hands and Community Bowls Club –**  
The secretary states they wrote to Tabor Chapel in May regarding the height of the trees to the rear of the chapel property. The trees are casting a shadow over the bowling green for most of the day which accelerates the growth of moss and is having an adverse effect on the playing surface.

They noted there was an incident on 21<sup>st</sup> May 2021 where strong winds and heavy rain caused large branches to dislodge from the trees, damaging a fence LCC erected and causing debris to fall on to the bowling green. The bowls club feel this is also a danger to users of the footpath and requested that the chapel reduce the height of the trees.

As the bowls club have not received a response from Tabor Chapel, they have written to LCC to make the council aware of the lack of response and the dangers that the trees pose to users of the footpath. They were unsure if the footpath is LCC or CCC's responsibility.

The footpath is currently LCC's responsibility, so I have written a letter to Tabor Chapel requesting the same and have acknowledged Cross Hands Bowls Club.

I will report back when I have further information.

### **Parc y Mynydd Mawr**

- a) Tumble United –** have requested the Deed of Transfer is actioned by the council as soon as possible. I have asked the secretary if he has a scaled plan of the areas they wish to transfer back. There is no scaled plan to date so I will ask CCC if they can assist with this. The club are also interested in handing back the changing rooms. I will report back when I have further information.
- b) Tumble RFC –** have requested a meeting with Caroline Owen (CCC Bureau) and I to discuss funding opportunities for the changing room development. I will report back when I have further information.
- c) Lack of toilet provision –** we have received two complaints from residents regarding the lack of toilets in the park. I understand the council have already discussed this issue and agreed not to provide toilets.
- d) Bins –** We are currently awaiting delivery of more bins. Cllr Lesley Williams has requested one bin is positioned at the side of the path at Parc Place past the football pitch and school. As no positions have been designated yet, the council will need to decide if one can be positioned here.  
**(AGENDA ITEM 11b – Resolution required)**
- e) Bowling green area –** Cllr Lesley Williams has requested that the area is tidied up. I have asked Walford and Roger to attend to this.



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- f) **Area behind Tumble Hall** – Requests have been received to cut this area. Cllr Alun Owens has agreed to carry out this work as he has suitable machinery.

**Llechyfedach Park**

- a) **Sealed Lease** – I have obtained the sealed lease from the previous clerk and will be delivering this to the council's solicitor next week. The land will need to be registered with the land registry as a matter of urgency.
- b) **Sign** – has been ordered and will be installed asap.
- c) **Swing** – I am chasing the playground provider as I have emailed them a few times to replace the swing.

**Tirwaun Park**

- a) **Sealed Lease** – I have obtained the sealed lease from the previous clerk and will be delivering this to the council's solicitor next week. I have raised concerns with CCC regarding the water course as I feel this is too much responsibility for LCC. They have agreed to investigate if we can transfer this part of the land back.
- b) **Bridge Repair** – I recently visited the site and noticed the wooden bridge was rotting in parts. Walford and Roger have carried out repairs.
- c) **Fencing** – There are gaps in the hedgerow which borders the water, so Walford has been looking at ways to fence this off. There is fencing in the compound, so only posts and cement need to be ordered to carry out the job. As this is to fence off water, I have given Walford permission to start the work as this is a Health and Safety issue.
- d) **Anti-social behaviour** – Residents from Meadows Road have complained about the anti-social behaviour at the park, particularly on weekends. Cllr Dot Jones has confirmed that the police are aware and have increased patrols. Walford has reported finding condom wrappers, glass bottles and cans at the site. The residents have requested the council consider installing CCTV. I will scope the viability of this and will report back to council.
- e) **Swings** – Need to be replaced, I am also chasing the playground provider regarding this.
- f) **Football pitch cut** - Cllr Alun Owens has also agreed to carry out this work as he has suitable machinery.

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- g) Meadows Road** – Residents have reported fly-tipping in the hedge, this has also been reported to Cllr Dot Jones. The residents have requested that LCC cut down the hedge so that a CCTV camera on a property might supply evidence of the culprits. I have looked at the site plan and the hedge is the responsibility of CCC so Cllr Jones is investigating the matter further,

**Llannon Park**

- a) Sealed Lease** – I have obtained the sealed lease from the previous clerk and will be delivering this to the council's solicitor next week. The land will need to be registered with the land registry as a matter of urgency.
- b) Cutting** – will take place shortly but this job is taking much longer than it did previously due to the layout of the playground.

**Hall Maintenance**

- a) Grant** - I am pleased to report, we were successful in our second application of the Economic Resilience Fund. The first application was for £5000, the second was for £7000. Both amounts have been deposited into the council's bank account.
- b) Boiler** - New pumps have been installed by the company that had previously been paid and the boiler is now fully functional.
- c) Oil** - The oil tank has been filled and the usage of oil will be closely monitored by Walford going forward. It took 4256 litres to fill at a cost of £2511.04 plus VAT. An account is in the process of being set up with Star Multifuels and Walford and Roger will be given authority to contact the company as and when a re-fill is required.
- d) Security Alarm** - The security alarm has been upgraded so call outs are now made by telephone. New fobs have also been supplied and distributed to key holders.

Current telephone list of call outs:

- Walford/Roger (they are sharing a PAYG mobile solely for this purpose)
- Cllr G Jones
- Clerk

This will be reviewed when the caretaker returns to work.

- e) Fire Doors** - Three quotes are currently being obtained for new fire doors. I will report back when I have all three quotes.

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- f) **Ceiling Repair** - The suspended ceiling above the stage has started to fall down. We are currently investigating the costs involved for the repair. I will report back when investigations have been concluded.
- g) **Covid Cleaning** - A spray gun has been purchased to ensure we are COVID-19 compliant in cleaning touch points. The cost of the gun was £796 plus VAT. The Bright Water solution is £15.50 plus VAT for 5 litres, we have a 25-litre stock.
- h) **Picnic Bench** - Walford & Roger will move the picnic bench to Tumble Park when Roger returns from annual leave.
- i) **Cleaning, opening and closing** - will remain the responsibility of the current staff.
- j) **CCTV** - in the office and car park entrance needs to be upgraded.
- Office – upgrade old camera with HD quality camera. £220 plus VAT
  - Car Park entrance – replace camera with HD quality camera. £275 plus VAT  
**(AGENDA ITEM 11c – Resolution Required)**
- k) **New ventilation system** - I would advise the council to investigate the costs involved in the installation of a new ventilation system which would pump fresh air into the Hall as this is the single most powerful tool in reducing the risk of aerosol transmission.  
**(AGENDA ITEM 11d - For discussion and action plan)**
- l) **CO2 Monitors** - I would also advise that the council investigate the costs involved in the installation of CO2 monitors to continually assess the air quality.  
**(AGENDA ITEM 11e - For discussion and action plan)**
- m) **Hand Driers** - I would also advise that the council investigate the costs involved in the installation of Hepa Filter Hand Driers (these kill 99.99% of bacteria and viruses including COVID-19).  
**(AGENDA ITEM 11f – For discussion and action plan)**
- n) **Hall Activity**
- |   |   |
|---|---|
| <b>Monday</b><br>4.30pm – 7.30pm (weekly)<br>The Performance Factory<br><b>£60 charge</b> | <b>Tuesday</b><br>7.45pm – 10pm (every fortnight)<br>Llannon Young Farmers<br><b>£20 charge</b> |
| <b>Wednesday</b><br>10am – 12pm (every fortnight)<br>NAFI<br><b>£20 charge</b>            | <b>Wednesday</b><br>7pm – 8pm (weekly)<br>Turn'd Up Fitness<br><b>£10 charge</b>                |

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**Thursday**

1.30pm – 3.30pm (weekly)

Line Dancing

We are currently taking bookings for funeral wakes for local residents without offering the bar service.

**Meals on Wheels** – continues on Tuesday's and Thursday's.

**The Carvery** – is currently due to re-start in October however I am currently investigating the installation of the new kitchen. This will be discussed further in the next Hall Committee meeting.

- o) Applications for licensable activity** – no applications are currently being taken.
- p) Meeting** - A meeting of the Hall Committee will need to be held in October.
- q) Food for Christmas Parcels** – Cllr Kim Thomas has put a large amount of food in the Hall which she is storing for Christmas food parcels. As this is not a Llannon Community Council project and it has involved the resources of the staff the matter will need to be discussed in camera.

**(AGENDA ITEM 13 – FOR DISCUSSION)**