

# Cyngor Cymuned Llannon Community Council



## **Minutes of the Full Council Meeting of Llannon Community Council**

**on**

**Wednesday 15<sup>th</sup> March 2023 at 6.30pm**

**Held remotely via Zoom**

**Meeting commenced at 6:30pm**

**The Vice-Chair, Cllr. Julie Owen presided over the meeting.**

### **Minute No. 190 – Members Present.**

Cllr. J. Owen (JO)  
Cllr. Ll. Davies (LD)  
Cllr. R. Lloyd-Davies (RD)  
Cllr. P. Owen (PO)  
Cllr. M. Jones (MJ)  
Cllr. D. Jones (DJ)  
Cllr. R. Jones (RJ)  
Cllr. N. Thomas (NT)  
Cllr. C. Davies (CD)  
Cllr. E. G. Evans (EGE)  
Cllr. S. Stewart (SS)  
Cllr. C. Bowkett (CB)  
Cllr. J. Anderson (JA)  
Cllr. G. Jones (GJ)  
Cllr. S. Eldridge (SE)

### **Also Present:**

Mrs. C. Hope – Clerk (CH)  
Mrs. Ff. Lewis – Deputy Clerk (FL)

Mr. H. Jones – Welsh Translator

The Chair, Cllr. J. Owen welcomed and congratulated Cllr. J. Anderson, Cllr. G. Jones and Cllr. S. Eldridge as the newest elected members of Llannon Community Council.

**Minute No. 191 - Apologies and reasons for absence.**

There were no apologies for absence.

**Minute No. 192 - Declarations of interest.**

Cllr. S. Stewart informed the Council that she is no longer a member of the Board of Governors for Ysgol Pen Y Groes.

Cllr. G. Jones declared that he is Cllr. D. Jones' husband and that he is Cllr. R. Jones' father.

Cllr. R. Jones declared that Cllr. G. Jones is his father.

Cllr. D. Jones declared that Cllr. G. Jones is her husband.

There were no other new declarations of interest.

**Minute No. 193 – Policing Matters.**

The Clerk informed the Council that on Monday 13<sup>th</sup> March 2023 she attended the neighbourhood police meeting. In the meeting the Police informed the Clerk that suspects have been identified for the vandalism that occurred at the pavilion. The Police have asked whether the Council wish to prosecute or not. The Clerk is awaiting a response from the Police outlining all possible avenues. RJ asked the Clerk if there were any details given as to who are the suspects and whether they are repeat offenders. The Clerk stated that the Police had informed her that the perpetrators have been involved with starting fires around the community, but no other details were given.

The Clerk also informed the Council that a PCSO will be contacting the male that was seen on CCTV kicking the front door of Tumble Hall.

### **Minute No. 194 – County Councillor’s reports.**

The Clerk has circulated the reports received from Cllr. D. Jones and Cllr. Ll. Davies via email to all members of the Council. The Clerk has also published the reports on LICC’s website.

### **Minute No. 195 – Verification and confirmation of the minutes.**

DJ requested that an amendment be made to minute No. 186 (Financial Matters). The amendment to include the questions raised by DJ and the responses received to the questions.

**Resolved** that the above amendments are made to the Minutes of the Extraordinary General Council Meeting held on 22<sup>nd</sup> February 2023 and recirculated for ratification at a later date.

### **Minute No. 196 – Matters arising.**

There were no matters arising from the minutes.

### **Minute No. 197 – Public participation.**

Members of the public did not raise any queries or participate in the meeting.

### **Minute No. 198 – Clerk’s report.**

The Clerk circulated her monthly report to all members of the Council via email. The report has been published on LICC’s website.

DJ asked the Clerk if quotes were sourced with regards to the new carpet being installed in Tumble Hall. The Clerk informed the Council that everything has been done in accordance with the Councils financial regulations which have been circulated to all members via email.

### **Minute No. 199 – Discuss the Carmarthenshire County Council Review of Town & Community Councils.**

The Carmarthenshire County Council Review of Town & Community Councils was previously circulated to all members via email. The Clerk informed the Council that the review has now been made public and she asked the Council how they wish to respond.

DJ suggested that they consider merging the five allocated seats for Cross Hands so that all fifteen seats cover all areas of Llannon Community Council.

GJ informed the Council that there have been many comments from members of the public about the lack of voting within the Cross Hands ward and agreed with DJ that the Council should consider merging all fifteen seats.

RD suggested that the representatives for Cross Hands should try and encourage the members of the public for that area to vote and that the five allocated seats should remain for the Cross Hands ward in order for the residents of Cross Hands to have a fair voice. NT agreed with RD. LD also agreed and that the Council should encourage people from the Cross Hands ward to put their names forward for the future.

***6.55pm Cllr. M. Jones gave his apologies to the Chair and left the meeting as he had another appointment he needed to attend. Cllr. M. Jones did not return to the meeting.***

*RD proposed that Llannon Community Council do not merge the fifteen seats and that Cross Hands keep their five allocated seats to ensure that Cross Hands receive a fair voice. NT seconded the proposal. DJ, GJ and RJ were against the proposal. All other members present in favour.*

**Resolved** that Llannon Community Council remain as they are with five seats representing the Cross Hands ward and ten seats representing the remainder of Llannon Community Council.

### **Minute No. 200 – Discuss ideas for applications to be made for the Shared Prosperity Fund.**

The Clerk explained the details and criteria for the SPF funding and that the deadline for the submission is the 29<sup>th</sup> of March 2023. The Clerk informed the Council that she has spoken to the officers dealing with the SPF funding in Carmarthenshire County Council who informed her that due to the short deadline the Council will need to have a project that can start immediately to qualify for the funding. The Clerk asked the Councillors for any project ideas that would fit the criteria. No ideas were presented.

The Clerk suggested that the Council consider making an application to improve and restore Y Graig. NT informed the Council that he has been approached by members of the public on numerous occasions with regards to

updating and improving Y Graig. RD informed the Council that she has also been approached by members of the public requesting that the Council improve Y Graig and that if the funding was granted then this can be included in the Councils Biodiversity Section 6. SS expressed her support and asked the Clerk whether the Council should ask the local schools if they'd like to be involved. The Clerk informed the Council that she has been in contact with the local schools.

*NT proposed that the Clerk submits an application to the SPF funding to enable the Council to make improvements to Y Graig. JA seconded the proposal. All in favour.*

**Resolved** that the Clerk makes a bid to the SPF Funding to enable the Council to make improvements to Y Graig.

The Clerk explained the details and criteria of the Rural Innovation Fund and if the Council had any ideas that they'd like to present.

GJ asked the Council to consider applying for funding to enable the Council to open and improve some of the pathways within the community.

SS suggested that a possibility could be to look into the issue of dog fouling within the community.

The Clerk informed the Council of the improvements that are needed in Cross Hands and that the Council could apply for funding to help with the costs of technical fees, planning and drawings.

*JO proposed that the Clerk makes an application for the costings to enable the Council to start a plan within Cross Hands Park. RD seconded the proposal. All in favour.*

**Resolved** that the Clerk makes a bid to the Rural Innovation Fund to enable the Council to start making plans for the development of Cross Hands Park.

*JO proposed that the Clerk keeps GJ and SS in mind for future possible projects. RD seconded the proposal. All in favour.*

**Resolved** that the Clerk keeps GJ and SS idea in mind for future possible projects.

**Minute No. 201 – Discuss the One Voice Wales Training Needs Survey 2023.**

The Clerk informed the Council that the Policy Review Committee met yesterday and went through the One Voice Wales Training Needs Survey. The Clerk will return the survey to One Voice Wales as completed by the Policy Review Committee.

**Minute No. 202 – Carmarthenshire County Council Revised Local Development Plan (LDP).**

All relevant information has previously been circulated to all members via email by the Clerk. The Clerk informed the Council that the closing date will be the 14<sup>th</sup> of April 2023. The Clerk asked the Council for their initial ideas this evening and to bring further ideas/suggestions to the EGM.

DJ informed the Council that she has circulated information regarding Bethesda Road on her social media page and that she has attended the LDP review meeting.

The Clerk will put this item on the next agenda to enable the Councillors to make further comments.

**Minute No. 203 – The Council’s involvement in the promotion of the “Thanks for 20” campaign.**

The Clerk previously circulated the information received from CCC to all Councillors via email.

GJ asked if the Council have received notification with regards to which roads will change and if the Council will be able to have a say on which roads this may affect. DJ informed the Council that she shared the interactive map on her social media page. The Clerk informed the Council that the consultation period has now closed.

There was an in-depth discussion around whether the staff should be promoting the campaign. The Council had decided in the previous meeting that everyone would respond individually to the consultation. It was agreed that the Clerk will forward all information received to the Councillors.

### **Minute No. 204 – New Assets Committee.**

The Clerk explained to the Council the need for an Assets Committee. The Committee will provide a clear and concise awareness for all Councillors of the assets owned by LICC. This will allow the Councillors to monitor the assets in depth and review the risk assessments.

The Clerk informed the Council that the Policy Review Committee have worked through the terms of reference for the Assets Committee in great depth. The terms of reference have been circulated previously to all members of the Council via email from the Clerk.

The Clerk stated that the tractor that is shared with Cwmamman TC and Llanedi CC needs to be added to the list and to “Review and Implement Service Level Agreements with External Agencies” also need to be added to the TOR and apologised this was not circulated on the original document.

DJ asked if the Deputy-Clerk should declare an interest as a member of Cwmamman Town Council as the tractor is split with them and the tractor has been mentioned by the Clerk a few times during the meeting. The Clerk advised there was no need. DJ stated that if the tractor is being mentioned, there should be a declaration. The Clerk stated that the purpose for mentioning the tractor was to simply add it to the list of assets that should be reviewed by the Assets Committee. The Clerk stated that there was no need for the Deputy-Clerk to declare an interest and therefore leave the meeting as being an elected member of Cwmamman Town Council bore no impact on the tractor being added to the list. The Clerk reminded the Council that the Deputy-Clerk would be required to deal with matters concerning the tractor in the event of the Clerk’s absence.

*NT proposed that the Council sets up the Assets Committee and accept the terms of reference. SS seconded the proposal. DJ, GJ and RJ abstained from voting. All other members present in favour.*

**Resolved** to create an Assets Committee and accept the terms of reference that was circulated to all members of the Council.

***Cllr. C. Bowkett left the meeting and did not return.***

The following members expressed an interest to be part of the committee: NT, RD, MJ, JO, PO and RJ.

***MJ not present so discussed first.***

*JO proposed that MJ be elected on to the Assets Committee. RD seconded the proposal. DJ and SE abstained from voting. All other members present in favour.*

***RD next on screen so discussed second.  
RD left the meeting.***

*EGE proposed that RD be elected on to the Assets Committee. NT seconded the proposal. DJ abstained from voting. GJ and RJ were against the proposal. All other members present in favour.*

GJ asked the Clerk whether the Assets Committee would need to undertake regular site visits. The Clerk informed the Council that site visits might be required. GJ stated that he was concerned that RD might not be able to fully commit to the assets committee, due to her commitments at home. GJ stated that RD would not be able to attend site meetings due to her caring responsibilities for her mother and that she doesn't leave the house very often. The Clerk stated that RD is involved with the Woodland Park daily and that it's the Councillor's decision whether they feel that a candidate is suitable for the position.

***RD returned to the meeting.***

DJ asked the Clerk to clarify how Councillor's were able to express an interest prior to the meeting and felt that this was unfair for Councillor's present this evening.

The Clerk informed the Council that it clearly stated on the agenda that positions would need to be appointed in accordance with the acceptance of the terms of reference for the Assets Committee. The agenda was circulated to all Councillors within the statutory notice and anyone that was interested to be part of the committee would have had time to express their interest. The Clerk also stated that any Councillor present has had the opportunity to nominate themselves.

GJ then asked, if there are 5 names already there and RJ has put himself forward does that mean that as RJ is number 6, it will become woolly as to



whether this is a fair vote. The Clerk stated that she has been calling the vote in order of where members are situated on the screen and RJ is the next Councillor to be considered.

***RJ next on screen so discussed third.***

***RJ left the meeting.***

The Chair asked for a proposer for RJ to be elected on to the assets committee. DJ & GJ both showed their hands. The Clerk reminded the Chair that DJ & GJ had declared an interest earlier in the meeting, respectively as RJ's parents. (DJ has since confirmed this was in order to declare an interest, not to propose RJ). The Chair then asked for another proposer.

*RD proposed that RJ be elected on to the Assets Committee. JA seconded the proposal. Three members present were for the proposal, GJ voted for the proposal but the Chair noted he had declared an earlier interest as RJ's Father. All other members present able to vote were against.*

***RJ returned to the meeting.***

***NT next on screen so discussed fourth.***

***NT left the meeting.***

*EGE proposed that NT be elected on to the Assets Committee. LD seconded the proposal. DJ, GJ and RJ against the proposal. SE abstained from voting. All other members present in favour.*

***NT returned to the meeting.***

***JO next on screen so discussed fifth.***

RJ asked how is PO going to vote? The Clerk stated that we haven't got to that section yet.

***JO left the meeting. SS Chaired the meeting.***

*EGE proposed that JO be elected on to the Assets Committee. RD seconded the proposal. DJ, GJ and RJ were against the proposal. SE abstained from voting. All other members present in favour. PO was unable to vote.*

***JO returned to the meeting and continued as the Chair.***

***PO next on screen so discussed sixth.***

***PO left the meeting.***

*LD proposed that PO be elected on to the Assets Committee. SS seconded the proposal. DJ, GJ and RJ against the proposal. SE abstained from voting. All other members present in favour. JO was unable to vote.*

***PO returned to the meeting.***

**Resolved** that MJ, RD, NT, JO and PO are to be the Councils representatives on the Assets Committee.

### **Minute No. 205 – Review the terms of reference of the Hall Committee.**

The Clerk informed the Council that the Policy Review Committee worked on the new terms of reference for the Hall Committee. This document has been previously circulated to all members present via email from the Clerk.

*NT proposed that the Council accepts the new terms of reference for the Hall Committee. CD seconded the proposal. DJ, GJ and RJ abstained from voting. All other members present in favour.*

**Resolved** to accept the terms of reference for the Hall Committee previously circulated to all members via email to the Clerk.

### **Minute No. 206 – To appoint an Internal Auditor.**

Item number 12 of the Clerks report outlines the details.

The Clerk informed the Council that herself and the Deputy Clerk have met with two of the internal auditors that were contacted. Both were like for like on paper, the only difference is the cost. Company A would cost the Council £1500 per year plus VAT. Company B would cost the Council an estimate of £900 per year.

GJ asked the Clerk where both companies were based. The Clerk informed the Council that Company A had offices all around South Wales and Company B was based in Maesteg.

*RD proposed that the Council appoint Company B to undertake Llannon Community Council's internal audit. EGE seconded the proposal. DJ, GJ and RJ abstained from voting. All other members present in favour.*

**Resolved** that Company B be appointed as Llannon Community Council's internal auditor.

The Clerk will send a letter of engagement to the appointed internal auditor.

### **Minute No. 207 – To ratify Policies.**

The following policies have previously been worked through by the Policy Review Committee and circulated to all members via email.

- **Dignity at Work Policy.**

*SS proposed to accept the Dignity at Work Policy. LD seconded the proposal. DJ, RJ and SE abstained from voting. All other members present in favour.*

**Resolved** to accept the Dignity at Work Policy.

- **Email Protocol Policy.**

GJ asked why the Council emails need to be public record and that he's spoken to other Councils which have informed him that they don't do this. The Clerk informed the Council that this policy is based on the One Voice Wales template that was provided to the Council and that all emails are public record and can't comment on other Councils. The Clerk also explained that if a FOI request was sent into the Council and Councillors were using their personal email address then the Councillors would have to allow access to their email addresses in order that the FOI request could be investigated further.

DJ asked how would the Council comply with GDPR? The Clerk assured the Council that any information released to the public would comply with all the GDPR rules and regulations.

RJ asked the Clerk when will a Data Protection Policy be introduced to the Council. The Clerk informed the Council that this policy is on the list

of policies that will be reviewed at the next Policy Review Committee meeting.

*NT proposed to accept the Email Protocol Policy. CD seconded the proposal. DJ and GJ were against the proposal. SE and RJ abstained from voting. All other members present in favour.*

**Resolved** to accept the Email Protocol Policy.

- **Recruitment & Selection Policy & Procedure.**

*RD proposed to accept the Recruitment & Selection Policy & Procedure. LD seconded the proposal. DJ, GJ, RJ and SE abstained from voting. All other members present in favour.*

**Resolved** to accept the Recruitment & Selection Policy & Procedure.

- **Social Media Policy.**

*LD proposed to accept the Social Media Policy. NT seconded the proposal. DJ against the proposal. RJ, GJ and SE abstained from voting. All other members present in favour.*

**Resolved** to accept the Social Media Policy.

### **Minute No. 208 – Planning.**

The following planning applications have previously been circulated via email to all members of the Council.

- PL/05389: [Planning Application: PL/05389 \(force.com\)](#)
- PL/05518: [Planning Application: PL/05518 \(force.com\)](#)
- PL/05478: [Planning Application: PL/05478 \(force.com\)](#)

No comments were received via email to the Clerk or Deputy Clerk prior to the meeting and no further comments were made at this point.

***The Chair closed the meeting at 8.33pm***

**Signed .....**

**Date .....**

**(Vice-Chair)**