



Minutes of the Full Council Meeting of Llannon Community Council
on
Wednesday 15th September 2021, 6.30pm
Held remotely via Zoom

Meeting commenced at 6:30pm

Minute no. 64 - Members Present

Councillors:

M Jones
D Jones
P Williams
L Williams
G L Jones
C Davies
LM Davies
S Acciaioli
K Thomas
W James
P Edwards
N Holman (joined at 18:47)
E Dole (joined at 18:57)

Chairperson Councillor M Jones presided over the meeting.

Also present: Locum Clerk

Minutes taken by: Locum Clerk

Minute no. 65 - Apologies & reasons for absence.

The Clerk reported that no apologies have been received.

Minute no. 66 - Declaration of Interest.

Cllr Dot Jones declared an interest as she sits on the Planning Committee of Carmarthenshire County Council.

- a) Declarations of Personal & Prejudicial Interest – In accordance with Section 81 of the Local Government Act 2000, the Clerk noted she is required to

record interests in a register which the public can request sight of at any time. As the Clerk has been unable to find a register, she noted that a form has been circulated to you all which should have been completed and returned prior to tonight's meeting. This Clerk stated this information will be published on the council's website in accordance with the Local Government (Democracy) (Wales) Act 2013, s.55.

The Clerk noted that she has received completed forms from:

Cllr Michael Jones; Cllr Dot Jones; Cllr Gary Jones; Cllr Emlyn Dole; Cllr Llinos Davies; Cllr Christopher Davies; Cllr Phil Edwards; Cllr Phil Williams; Cllr Lesley Williams; Cllr Sion Acciaoli; Cllr Kim Thomas.

The Clerk noted a printed copy needs to be sent to Cllr Will James.

Forms have not been received from:

Cllr Nathan Holman; Cllr Alun Owens; Cllr Ryan Davies.

Minute no. 67 - To consider policing matters.

The Clerk advised nothing has been noted, Cllr Dot Jones advised there has not been a meeting with County Councillors either.

Minute no. 68 - Confirmation of Minutes of the council meeting held on 28th July 2021.

Proposal by Cllr Phil Williams - To agree the minutes of the Full Council Meeting, held on 28th July 2021

Seconded – Cllr Gary Jones

All in favour

Resolved – Minutes of the Full Council Meeting, held on 28th July 2021 agreed.

Minute no. 69 - To receive the Clerk's Report for September 2021 and consider matters arising not detailed as separate agenda points.

Cllr N Holman joined the meeting 18.47

The Clerk noted that her September report had been circulated to all. Cllr L Williams was concerned to note that the new bridle path in Cross Hands Park might mean that recently planted trees would be removed. The Clerk confirmed she has asked CCC to confirm which trees will be removed and will report back when she has further information.

Minute no. 70 - To appoint an Interim Responsible Financial Officer.

The Clerk noted that 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). The Clerk advised that until the appointment of the permanent Clerk/RFO is concluded, you must appoint someone in the meantime.

Cllr G Jones suggested the Locum Clerk takes on the interim responsibility of Responsible Financial Officer.

Proposal by Cllr Lesley Williams to appoint the Locum Clerk as Interim Responsible Financial Officer

Seconded by Cllr Gary Jones

Eleven in favour
Cllr N Holman abstained

Resolved to appoint the Locum Clerk as Interim Responsible Financial Officer

Minute no. 71 - To review and adopt the council's Code of Conduct for 2021-2022.

The Clerk noted 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 30th September 2021, all active members will have completed the Code of Conduct training delivered by One Voice Wales. The council is required to review the Code of Conduct so the Clerk noted she has circulated the 2016 Model and advised this is adopted by the council for 2021-2022.

Proposal by Cllr Gary Jones - that Llannon Community Council adopts the Model Code of Conduct 2016

Seconded Cllr P Williams

All in favour.

Resolved – Llannon Community Council adopted the Model Code of Conduct 2016

Minute no. 72 – To discuss future Member’s Training.

The Clerk noted that the training budget is currently combined for Staff and members and this has already been exceeded due to staff training. When the finance committee meets, consideration of a virement will be necessary.

Cllr Lesley Williams asked for clarification as to the composition of the committees, the Clerk noted as follows:

Finance Committee: Cllr Michael Jones; Cllr Dot Jones; Cllr Phil Williams; Cllr Sion Acciaoli; Cllr Nathan Holman; Cllr Alun Owen; Cllr Llinos Davies.

Personnel Committee: Cllr Michael Jones; Cllr Nathan Holman; Cllr Kim Thomas; Cllr A Owen; Cllr Will James; Cllr Phil Williams; Cllr Lesley Williams.

Appeals Committee: Cllr Dot Jones; Cllr Emlyn Dole; Cllr Llinos Davies; Cllr Sion Acciaoli; Cllr Phil Edwards; Cllr Ryan Thomas; Cllr Christopher Davies.

Risk Assessment Group: Cllr Michael Jones; Cllr Phil Williams; Cllr Will James; Cllr Gary Jones.

Hall Management Committee: Cllr Michael Jones; Cllr Nathan Holman, Cllr Kim Thomas; Cllr Phil Williams; Cllr Llinos Davies; Cllr Dot Jones; Cllr Lesley Williams; Cllr Gary Jones.

Environment Committee: Cllr Llinos Davies; Cllr Phil Williams; Cllr Lesley Williams; Cllr Christopher Davies; Cllr Kim Thomas; Cllr Sion Acciaoli.

Cllr P Williams proposed that when the council sets the budget next year there is a separate budget for Staff and Members. The Clerk advised that next year the Council must adopt a Training and Development Plan so this can be considered in the budget meetings.

The Clerk noted that as the council will need to consider the budget for 2022/2023 over the next few months, it might be beneficial for those who sit on the Finance Committee to attend the following bespoke training sessions at a cost of £299 each:

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

Proposal by Cllr Dot Jones – the Clerk should book the training sessions as recommended for members of the Finance Committee to attend.

Seconded Cllr Llinos Davies

All in favour

Resolved – the Clerk will book the following bespoke training sessions with One Voice Wales;

1) Understanding Local Government Finance (Basic)
2)
2) Understanding Local Government Finance (Advanced) for the
Finance Committee to attend

Minute no. 73 - To receive an update on the RIOT Urban Sports Park.

The Clerk advised that by the w/c 9th August 2021, 300 complaints had been made to the Planning Department at CCC regarding the proposed site in Mynydd Mawr Woodland Park. Following some Facebook posts, there were also concerns that RIOT were no longer as engaged in the project as the council had been led to believe.

The Clerk spoke with James Dexter, the Chair of RIOT and he confirmed that they didn't want the park to be sited in Mynydd Mawr but thought they would go along with it, that idea would not go ahead and then another site would be found. The Clerk noted that RIOT members had also attended a meeting with the previous CDO and CANVAS to discuss new designs and still didn't mention they did not want this location.

Cllr E Dole joined the meeting at 18:57

The Clerk stated that some of the original members of the group were no longer involved and Mike Newman dropped out of the project due to ecological concerns (he did not want to go up against XR). He also stated he would consider supporting a change in location but didn't feel that Tumble deserved the park due to the lack of support.

After a meeting with Cllr Dole and the County Council officers assisting with the project, it was decided that it was no longer viable to proceed with the Mynydd Mawr location. An urgent statement needed to be released due to the public interest.

The Clerk stated that CCC officers and herself agreed they would do everything possible to try and find another location but needed to contact the lottery to discuss a further extension. Fortunately, they agreed to give us another extension to 7th December 2021. We are currently carrying out viability studies.

The Clerk noted the previous planning application for Mynydd Mawr had been withdrawn.

The Clerk stated she has circulated a letter received on 10th September from Mrs Ruth Lloyd-Davies noting many concerns with the Mynydd Mawr proposal and future proposals. The Clerk noted that if another location proves viable then everything Mrs Davies said will be taken into consideration and full public consultation will take place.

The Clerk stated that as viability studies are not yet complete, a meeting of the council will be arranged when the information is in a position to discuss the matter further.

The Clerk advised that if anyone has any questions on this matter or any other subject, she will do her best to answer and requested that information is not posted on Facebook without the council's authority. This has caused problems and complaints from members of the public and previous members of the staff.

Cllr Lesley Williams referred to Mrs Lloyd Davies' letter and stated some points are inaccurate e.g. She mentions the council charge is very high; there are reasons other than the proposed skate park for that as well. We have had two playgrounds installed recently.

Chair wished to emphasise that comments made on Facebook are not good for the council. Inaccurate information should not be posted.

Minute no. 74 - To appoint the services of an Internal Auditor.

The Clerk referred to her report and noted 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. The Clerk contacted Carmarthen Town Council who advised Mr Llewellyn has also resigned from their council and they are seeking alternative provision. The Clerk advised she had spoken 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. The Clerk has forwarded information from this company, Auditing Solutions Ltd and asked the council to consider this option.

Cllr Lesley Williams asked how long this would be for. The Clerk stated ideally three to five years and Llanelli Rural are going to confirm a five-year appointment.

Proposal will be that they carry out a mid-term audit and end of year and then the new council could look to establish a long-term contract.

Cllr Nathan Holman asked about the governance of this and why we have only got one company and have not looked further considering this company doesn't even reside in Wales.

The Clerk advised there are not any other companies offering this service. She has contacted Carmarthen, Llanelli Rural, Glynneath and several other councils and due to Mr Llewellyn's resignation from so many councils this will make it even more difficult.

The Clerk noted that she has worked with the company before and trusts their abilities.

Proposal by Cllr Gary Jones - to instruct the services of Auditing Solutions Ltd to carry out Llannon Community Council's Internal Audit

Seconded by Cllr Phil Edwards

Twelve in favour

Cllr N Holman abstained because of the insufficient governance around this process because only one company has been brought forward

Resolved - to instruct the services of Auditing Solutions Ltd to carry out Llannon Community Council's Internal Audit

Cllr E Dole recommend through the minutes that the new council consider a three or five-year term.

Minute no. 75 - To discuss the council's estates and facilities.

a) To discuss the repairs required to the bowls pavilion roof.

The Clerk noted that 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 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, the Clerk advised 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.

Cllr P Williams stated this work must be carried out.

Cllr N Holman asked how much was in the earmarked reserves. The Clerk advised £35,000.

Cllr L Williams asked if the money would come out of the playground fund. The Clerk advised it will and this will be replaced by an increase in precept or a reallocation of other funds.

Proposal by Cllr Gary Jones - to agree to repair the roof of the bowls pavilion and pay for this from the earmarked reserves for Cross Hands Park

Seconded – Cllr Kim Thomas who stated this needs to be carried out as soon as possible

All in favour

b) To discuss the positioning of a bin in Parc y Mynydd Mawr from Parc Place near the football club.

The Clerk noted that Cllr Lesley Williams requested a bin is positioned at the side of the path from Park Place past the football pitch and school.

Cllr L Williams proposed to site a bin is positioned in Parc Place

Cllr E Dole Second

All in favour

Resolved to site a bin in Parc Place

c) To discuss the upgrade of CCTV

The Clerk noted the CCTV in the office and car park entrance needs to be upgraded.
Office: upgrade the old camera with HD quality camera. £220 plus VAT.
Car park entrance: replace camera with HD quality camera. £275 plus VAT.

Proposal by Cllr Gary Jones to upgrade the CCTV in the office and car park entrance

Seconded by Cllr Phil Edwards

All in favour

d) To discuss a new ventilation system for Tumble Hall

The Clerk advised the council 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.

e) To discuss CO2 monitors for Tumble Hall

The Clerk advised that the council investigate the costs involved in the installation of CO2 monitors to continually assess the air quality.

f) To discuss Hepa Filter Hand Driers for Tumble Hall

The Clerk advised 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).

It was agreed that the Clerk investigate points d, e and f and report findings back to council.

12. To receive Financial Reports & updates:
- a) Bank Reconciliation – July & August 2021
 - b) Report on Income & Expenditure - July & August 2021
 - c) Report on Expenditure against Budget – July & August 2021
 - d) To ratify List of Payments - June, July and August 2021

The Clerk noted these reports will be adjourned to the Finance Committee meeting.

At this point in the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) and the Local Government Act 1972, s,100(2), the meeting went into camera.

Minute no. 76 – To discuss personnel matters

An update was provided by the Clerk regarding all staff members. The discussion that followed was held in camera and the content cannot be noted within these minutes.

RIOT Urban Sports Park – It was agreed that a letter be sent to the directors of RIOT to establish their level of commitment to the Urban Sports Park project.

Food for Christmas Parcels – The Clerk noted that Cllr Kim Thomas is involved in a private Christmas Food Parcel project and is storing food in the Hall. The Clerk advised a decision is required as to whether Cllr Thomas can continue to use the council's resources.

Cllr Kim Thomas left the meeting

Cllr Gary Jones noted there is £5000 set aside for a council Christmas Food Project, so suggested Cllr Thomas donates the food to the council project.

Proposal from Cllr Gary Jones that Cllr Kim Thomas donates the food to the council's Christmas Food Project, or it will need to be removed from the Hall.

Seconded – Cllr Lesley Williams

All in favour

Resolved – Cllr Kim Thomas to donate the food currently stored in Tumble Hall to Llannon Community Council's Christmas Food Project or remove the food from the Hall.

Cllr Kim Thomas had re-connection difficulties so was unable to answer the meeting at this point. The Clerk was instructed to follow this matter up with Cllr Kim Thomas.

The Chair closed the meeting at 20:47

Signed

Chair

Date