

Cyngor Cymuned Llannon Community Council



Minutes of the Full Council Meeting of Llannon Community Council

on

Wednesday 30th October 2024 at 6.30pm

Hybrid via MS Teams and in Tumble Hall

Meeting commenced at 6:30pm

The Chair, Cllr. J. Owen presided over the meeting.

Minute No. 85 – Members Present.

Cllr. J. Owen (JO) – Tumble Hall
Cllr. R. Lloyd Davies (RD) - Teams
Cllr. P. Owen (PO) - Teams
Cllr. Ll. Davies (LD) – Tumble Hall
Cllr. J. Anderson (JA) - Teams
Cllr. N. Thomas (NT) – Tumble Hall
Cllr. S. Stewart (SS) - Teams
Cllr. S. Eldridge (SE) - Teams
Cllr. E. G. Evans (EGE) – Tumble Hall
Cllr. T. Stillman (TS) – Tumble Hall
Cllr. S. Blackmore (SB) – Tumble Hall

Also Present:

Mrs. C. Hope – Clerk (CH)
Mrs. Ff. Lewis – Deputy Clerk (FL)
Mrs. L. Davies – Welsh Language Interpreter - Teams
Miss. B. Davies - Welsh Language interpreter – Tumble Hall
Mr. L. Andrews – Security.

Minute No. 86 – Apologies and reasons for absence.

Cllr. G. Jones (GJ) – Unwell.

Cllr. A. James (AJ) - Unwell.

Cllr. C. Davies (CD) – Work commitments.

Minute No. 87 – Absence without apologies given.

Cllr. R. Jones (RJ).

Minute No. 88 – Declarations of Interests.

LD, EGE and RD declared an interest with regards to the defibrillator ref: Cadw Mynydd Mawr yn Daclus (Minute No. 100).

Minute No. 89 – Policing Matters.

The Chief Officer informed the Council that all the policing matters have been highlighted in her report that has been sent via email to all members of the Council.

Minute No. 90 – The Chair’s Report.

The Chair apologised to all members present that she has been unable to complete her report and once completed this will be sent to the Chief Officer via email.

Minute No. 91 – County Councillor’s Report.

Cllr. Ll. Davies sent her report via email to the Chief Officer who in turn forwarded the report to all Councillor’s via email.

The Chief Officer has not received a report from Cllr. D. Jones.

6.32pm Cllr. J. Anderson joined the meeting.

Minute No. 92 – Public participation.

A member of the public expressed his disappointment that there has been a poor turnout from members of the public since the Council have started hybrid meetings, especially with how certain members of the public created a fuss on social media.

6.35pm Cllr. S. Eldridge joined the meeting.

Minute No. 93 – Confirmation of the minutes of the Personnel Committee Meeting on 23.09.24.

NT proposed that these minutes were a true record. RD seconded the proposal. All members present in favour.

Resolved that the minutes of the Personnel Committee Meeting on 23.09.24 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

Minute No. 94 – Confirmation of the minutes of the Finance Committee Meeting on 23.09.24.

LD proposed that these minutes were a true record. SS seconded the proposal. SB abstained from voting. All other members present in favour.

Resolved that the minutes of the Finance Committee Meeting on 23.09.24 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

Minute No. 95 – Confirmation of the minutes of the Full Council Meeting on 25.09.24.

NT proposed that these minutes were a true record. SS seconded the proposal. All members present in favour.

Resolved that the minutes of the Full Council Meeting on 25.09.24 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

6.39pm Cllr. P. Owen joined the meeting.

Minute No. 96 – Confirmation of the minutes of the EGM on 16.10.24.

TS proposed that these minutes were a true record. LD seconded the proposal. All members present in favour.

Resolved that the minutes of the EGM on 16.10.24 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

Minute No. 97 – Confirmation of the minutes of the Finance Committee on 21.10.24.

NT proposed that these minutes were a true record. LD seconded the proposal. SB was against the proposal as he disagrees with the software used to do the finances and he hasn't been able to read the minutes. All members present in favour.

Resolved that the minutes of the Finance Committee on 21.10.24 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

Minute No. 98 – The Chief Officers' report.

The Chief Officer previously circulated her report to all members of the Council via email. Please see *Appendix A* attached to these minutes for the Chief Officer's report.

EGE proposed that the Council accept the Chief Officer's report. RD seconded the proposal. All members present in favour.

Resolved that the Council accept the Chief Officer's report as previously circulated via email.

Minute No. 98 – Receive Quarter 2 Budget v Actual and Financial Report.

The Chief Officer previously circulated the Quarter 2 Budget v Actual and Financial Report to all members of the Council via email.

SE proposed that the Council accept the Quarter 2 Budget v Actual and Financial Report as previously circulated via email from the Chief Officer. TS seconded the proposal. All members present in favour.

Resolved that the Council accept the Quarter 2 v Actual and Financial Report as previously circulated to all members of the Council via email from the Chief Officer.

Minute No. 99 – To confirm a date to hold a workshop to discuss future Council projects.

The Chair asked all members present which dates they were able to attend the workshop. The majority of members present can attend on the 20th November. It was agreed by all present that the workshop will be held on the 20th November 2024.

6.50pm LD, EGE and RD left the meeting.

Minute No. 100 – To discuss a request from Cadw Mynydd Mawr yn Daclus regarding a defibrillator.

The Chief Officer informed the members present that the information is in her report for reference. The Chief Officer also informed the members present that the only cost to the Council, if they decide to become custodians, will be replacement of pads and batteries at a future date.

NT proposed that the Council become custodians for the Defibrillator. TS seconded the proposal. All members present in favour.

Resolved that the Council become custodians of the defibrillator.

6.52pm LD, EGE and RD joined the meeting.

Minute No. 101 – To discuss a quotation received to carry out maintenance works on the bracken covered hillside section of Y Graig.

The Chair informed the Council that all the information regarding the quotation is in the Chief Officers report.

NT stated that he thought that the quote received is cheaper than he anticipated and extremely reasonable.

RD informed the Council that after this work has been completed the Council will need to look at the footpaths and how to make these safer.

LD asked the Chief Officer whether the price for the path work would be included in this year's budget or the next financial year?

The Chief Officer stated that the Council will need to look at the budget closer to the date of when the work will need to be done and make that decision then.

NT proposed that the Council accept the quote presented to them from the Chief Officer. EGE seconded the proposal. All members present in favour.

Resolved that the Council accept the quote received and that the work is carried out as soon as possible.

Minute No. 102 – To discuss the distribution methods of the Autumn/Winter Council newsletter.

The Chief Officer referred the members present back to her report highlighting the possible options available.

The Chair asked LD to explain to the members present her proposal (Option 1).

LD explained option 1 to the members present. LD suggested that hard copies are distributed to local shops and other amenities that are used within the community. LD also suggested that if a member of the public contacted the Council requesting a hard copy of the newsletter, then a copy could be posted direct to the individual.

SS agreed with LD's suggestion and stated that the electronic version that the Chief Officer has produced is very attractive. SS also stated that LICC need to work towards a way to distribute the newsletter to the people who don't have access to the internet, LICC should be working towards producing a mailing list.

SE stated that the Council should try and save money where possible since a large chunk of the Community Engagement Budget has been spent on allowing the Council to conduct their meetings hybrid.

SB felt that option 1 was the best option.

RD expressed how concerned she was that by not distributing the newsletter to each household, that LICC is ignoring the large amount of people within the

community that don't have electronic devices. RD felt that by having a broader distribution method, this would be far more beneficial.

PO agreed with RD and stated that the newsletter is LICC's face to the community. The Council shouldn't underestimate the effect that it will have if delivered to each household. PO stated that he would be more than happy to hand deliver some of the newsletters himself.

SB disagreed, stating that the Council meetings are the face of LICC and that the Council inform the community of what is going on through their monthly minutes. SB stated that he believed that option 1 would be the best option and that the newsletters could be distributed to shops within the community.

The Chief Officer asked the members present to consider a budget to enable her to print copies of the newsletter.

SB proposed that the Council choose option 1 from the report received and allow the Chief Officer a budget of £1000. TS seconded the proposal. All members present in favour.

Resolved that the Council published the newsletter on the website and social media and hard copies are distributed via Tumble Hall, Y Cwtsh, local shops and businesses with a maximum budget of £1000.

Minute No. 103 – To resolve to adopt a Vexatious Complaints and Requests policy.

The draft Vexatious Complaints and Requests Policy had previously been circulated to all members of the Council via email from the Chief Officer. The Chair informed the Council that the policy is a OVW template. The Chair asked the members present if they had any comments with regards to the policy.

SE stated that he couldn't believe that the Council haven't adopted this policy sooner.

SE proposed that the Council adopt the Vexatious Complaints and Requests policy. NT seconded the proposal. All members present in favour.

Resolved to adopt the Vexatious Complaints and Requests policy as previously circulated via email from the Chief Officer.

7.32pm Cllr. S. Eldridge apologised to the Council that he had to leave the meeting. SE left the meeting and did not return.

Minute No. 104 – To resolve to sign up to the Civility & Respect Pledge.

The Civility & Respect Pledge had previously been circulated to all members of the Council via email from the Chief Officer.

RD proposed that the Council sign up to the Civility & Respect Pledge. NT seconded the proposal. All members present in favour.

Resolved that the Council sign up to the Civility & Respect Pledge as previously circulated to all members present via the Chief Officer.

Minute No. 105 – Planning Consultations.

PL/08417 – Proposed second floor extension, forming additional bedroom and balcony – Tyr Efail Cottage, Cross Hands, Llanelli, SA14 6DD.

The Chair asked the Council if anyone had any comments with regards to the above planning application.

No comments were made.

The Chair explained to the Council that the next section of the meeting will need to be discussed in camera as the Chief Officer needs to inform the Council of confidential information that has recently come to light.

TS proposed that the Council ask the members of the public present to leave the meeting. NT seconded the proposal. All members present in favour.

The Chair thanked the members of the public present for attending the meeting and asked politely if they could leave the meeting.

Once all members of the public left the meeting the Chief Officer informed the Council of the confidential information that she has received. All members present discussed the issue in great detail.

The Chair closed the meeting at 8.00pm

Signed Date

(Chair)

Appendix A

CHIEF OFFICER'S REPORT – OCTOBER 2024

Overview

October has been an extremely busy month where I have spent most of my time in training sessions, seminars and conferences, learning from the valuable experience of my colleagues within the sector.

I have also continued to concentrate on the priorities of the Council's Well-being Plan and Community Engagement Policy and have written an

Autumn/Winter Newsletter. The Newsletter provides an overview of the vast services that the Council is responsible for and “What’s On” in Tumble Hall.

I have also been preparing a workshop to formulate ideas from the Members in conjunction with the results of the Community Survey and the Council’s Well-being Plan 2023-2028.

You may be aware that The Senedd Local Government and Housing Committee has agreed to undertake an inquiry into role, governance and accountability of the community and town council sector.

The terms of reference for the inquiry are to examine:

- The role and value of community and town councils in Wales.
- Whether the sector is fit for purpose in an evolving local government landscape.
- Governance and scrutiny arrangements and its impact on accountability and transparency.
- Scope of digital and new technology to improve decision-making, service provision and participation in local democratic processes.
- How new powers and responsibilities for this tier of government are utilised to support communities.

I represented Clerks in our area at a roundtable event in the Senedd last Wednesday, chaired by Siân Gwenllian MS and attended by Committee Member, Lee Waters MS. With only two hours and ten Clerks present, we covered the main challenges faced by Town and Community Councils in Wales. Sadly, bullying and harassment of Clerks and Councillors was highlighted as a key challenge.

Deputy Prime Minister, Angela Rayner announced in the Local Government Association Conference that the Government will consult on reform of the local government standards framework including a proposal to allow for the suspension of members who violate codes of conduct.

Ms Rayner told delegates that she had ‘been made aware of cases of persistent bullying and harassment by councillors, even in some cases leading to victims’ resignations. We don’t have a system in place that protects victims or empowers councils to deal with unacceptable behaviour. And this cannot go on.’

You will note that the October meeting agenda incorporates the adoption of a vexatious complaints and requests policy and a commitment to the Civility & Respect Pledge.

Governance and Administration.

- I continued to carry out the tasks required to hold Council meetings: administration; preparation of documents; set up of video conferencing; attendance of online and in-house translators & security.
- I have put together a draft vexatious complaints & requests policy & have researched and presented the Civility & Respect Pledge.
- One Voice Wales published new model Financial Regulations last week so I have reviewed the recommendations, discussed them with the Chair of Finance and have arranged a Finance Committee Meeting on 4th November 2024. The Finance Committee will prepare a draft version for inclusion in November's Full Council Meeting. The Standing Orders will also need to be amended to include any changes to the Financial Regulations.
- I have been liaising with SAMM regarding the initial set up of our new software.
- The Council has received a "thank you" card from Merched Y Wawr for the £500 donation.

Strategic Development.

- Police matters – On the request of the Police, I attended a Multi-Agency Site Meeting at Ffordd Y Neuadd, Cross Hands on Monday 21st October 2024. Cllr. Dot Jones is following this up with the Head of Planning.
- Y Cwtsh is still open twice a week. Members can use the Community Supermarket once a week and are encouraged to visit on other days to have a cuppa and a chat; enjoy a free bowl of soup and collect "Slow Cooker Packs" (a weekly pack made up with healthy ingredients for a meal that can be cooked in a slow cooker).
- Cinio a Chlonc is going extremely well and despite a small increase in price, we have more Members attending. We are holding a Christmas Lunch on Friday, 6th December 2024 and would be grateful for any additional help. Please let me know if you are available.
- I continue to liaise with the project manager regarding Parc Y Mynydd Mawr and Cross Hands Park. I will be busy over the next few weeks as all funding from SPF must be claimed by 31st December 2024.

- I am still awaiting a date from the Lawn Tennis Association for the official opening of Cross Hands Park.
- I have had several conversations with Dr Kirsty Bilski who has been representing Cross Hands Hall & Cinema. As no children's film was advertised for October Half-Term. With the agreement of the Chair and Vice-Chair, I suggested LICC could consider paying for a free screening (£196) instead of arranging our own at Tumble Hall (£220). I'm pleased to report that they will be showing three, free screenings of "Hocus Pocus" during the holidays, supported by LICC. I am assured that future advertising will reflect this. We hope to work together on future well-being initiatives.
- I have received a design for a new playground at Y Graig and am awaiting a few amendments. I am also awaiting a design for a new playground at Caeglas/Tirwaun Park. I will forward these to the Members once I receive them.

Workshops.

The Members of Llannon Community Council are yet to complete the Self-Assessment Section of the Finance & Governance Toolkit. I have written a series of workshops to enable the Members to complete the toolkit, whilst also considering the Council's forward plans to May 2027.

Workshop 1 - Vision, purpose and community planning

Community and town councils provide community leadership. In exercising this role, Llannon Community Council will benefit from having a clear vision for our community.

This vision will inform the community of council plans, budgets and activities to ensure the council works in the best interests of the community.

Discussion topics:

Vision & Purpose Statement

Place Plan

2-Year Strategy

Annual Report

Training & Development Plan

The two dates that I currently have available to deliver this workshop are Wednesday, 13th November 2024 at 6pm in Tumble Hall or Wednesday, 20th November at 6pm in Tumble Hall.

Dates of future workshops will be agreed at future Council meetings.

AGENDA ITEM 10 - To confirm a date to hold Workshop 1 – Vision, purpose and community planning. 13th November 2024 or 20th November 2024, 6pm – Tumble Hall.

DECISION REQUIRED

Financial Governance and Accountability.

- Ffion is now officially the RFO. Ffion continues to keep all cashbooks and reconciliations up to date and prepared all the paperwork for the finance meeting held on 21st October 2024.
- One Voice Wales issued new Financial Regulations last week. The Finance Committee will meet on 4th November 2024 to discuss this and put forward their recommendations to Council in November's meeting.
- Ffion is currently reviewing the Council's Financial Risk Register; this will also be reviewed by the Finance Committee on 4th November 2024.
- Payroll for October was submitted to CCC which included all backdated pay and updated salary scales.
- Ffion and I are currently preparing a draft budget for 2024-25.
- The VAT return for July to September 2024 has been submitted and should be received shortly.
- We still await our finalised audits from Audit Wales from 2021-22, 2022-23, 2023-24. A notice has been published on the Council's website to confirm this in accordance with our statutory duties. Members Allowances have also been published in accordance with our statutory duties.

Information Management and Information Technology.

- I have dealt with 3 Freedom of Information Requests.
- Openreach have installed the required infrastructure for our new broadband connection. They anticipate this will go live over the next few days.

Estates and Facilities Management.

Tumble Hall

- Tumble Surgery have recently vaccinated over a thousand people during their flu and covid clinics held at the Hall.

- The boiler requires new valves which will be fitted next week.
- New carpet for stairs & landing has been ordered.
- New flooring for kitchen has been ordered.
- Kitchen canopy has received annual inspection and certificate issued.
- Strong smell of oil in disabled toilets was traced by Welsh Water to an oil leak in Capel Bethel.

Additional Defibrillator

- Cadw Mynydd Mawr yn Daclus have recently completed a walk to raise money for a new defibrillator to be sited at Capel Bethania, in memory of former Councillor, Lesley Williams. Lesley was the founding member of Cadw Mynydd Mawr yn Daclus.
- The group are ready to purchase the defibrillator and Capel Bethania have agreed to pay for the electricity.
- They have requested that LICC become the custodians of the defibrillator, adding it to our portfolio of community defibrillators within Llannon Ward, so will transfer the cost of the defibrillator so we can purchase it.
- Calon Hearts have confirmed they will honour another grant.
- A plaque will be displayed in Councillor Williams' memory.
- I will also purchase a plaque in memory of Councillor Michael Jones to go on the defibrillator in Upper Tumble Public Cemetery.

AGENDA ITEM 11 – TO DISCUSS A REQUEST FROM CADW MYNYDD MAWR YN DACLUS REGARDING A DEFIBRILLATOR DECISION REQUIRED

BT Kiosk – Heol Stores

- Following last month's meeting, I contacted Phase Connections to move the defibrillator on to the wall of Heol Stores in anticipation of the disconnection notice for the electricity supply. The owner of Phase Connections confirmed that he originally installed the defibrillator on behalf of LICC and he also installed the defibrillator in Llannon. He was instructed by the former Clerk who had reported to the Council that "Yogi Dai" completed the installation. The defibrillator was moved the following day and our thanks go to Phase Connections for their ongoing free support with the community defibrillators.
- I am still awaiting the disconnection notice, the kiosk will be removed as soon as we receive confirmation from BT.

Y Graig

- As part of our improvements to Y Graig, we need to cut the overgrown bracken. A quotation has been obtained from a qualified company to carry out the works by January for £850.
- The same company have provided a quotation to weed wipe the area in the Spring when it starts to return for £450.

AGENDA ITEM 12 – TO DISCUSS A QUOTATION RECEIVED TO CARRY OUT MAINTENANCE WORKS ON THE BRACKEN COVERED HILLSIDE SECTION OF Y GRAIG DECISION REQUIRED

New mower for Cross Hands Bowls Club

- Has been ordered and should be delivered this week

Communication

- I contacted the owner of Heol Stores following notification of planning consulta on PL/ 08324 and provided him with information regarding the application. I arranged an EGM for the Council to discuss the application and submitted the Council's objections to the Planning Department.
- Residents of Llannon have contacted me regarding the Coastal Housing Development and a meeting had been arranged.
- Christmas trees have been ordered and installation planned for w/c 18th November 2024. Switch on will be weekend of 22nd – 24th November.
- Remembrance Day Services - Information:
Sunday, 10th November 2024

Tumble

Church Service 10am – Dewi Sant

Tumble Memorial Garden 11am (please arrive at least five minutes before)

Cross Hands Memorial Garden

2pm (please arrive at least five minutes before)

Followed by refreshments and cake in Cross Hands Workingman's Club

- **Autumn/Winter Newsletter**

I have written the draft newsletter; the English version has been forwarded to you. The Community Engagement, Well-being & Events Committee has agreed the content. Julie is currently translating the

Welsh version. The Council needs to decide how they would like the newsletter to be distributed.

OPTION ONE (Requested by Cllr. Llinos Davies):

Published on website and social media

Hard copy distributed via Tumble Hall, Y Cwtsh, local shops and businesses

Approximate cost - £500

OPTION TWO:

Published on website and social media

Hard copy distributed via Tumble Hall and Y Cwtsh

Hard copy distributed to every household using Council staff and volunteers to deliver

Approximate cost - £1200

OPTION THREE

Published on website and social media

Hard copy distributed via Tumble Hall and Y Cwtsh

Hard copy distributed to every household using Royal Mail Dedicated Door Drop

Approximate cost - £2500

**AGENDA ITEM 13 – TO DISCUSS THE DISTRIBUTION METHODS OF THE AUTUMN/WINTER COUNCIL NEWSLETTER
DECISION REQUIRED**

People Management

- Following the Personnel and Full Council Meetings in September, all staff have now been issued with new contracts and Job Descriptions.
- National Pay Award increase backdated to 1st April 2024 was announced last week. All staff Point 43 and under will receive an increase of £1290 (pro-rata where relevant). Staff Point 44 and above will receive a 2.5% increase. This will be paid in November's pay.
- Real Living Wage has increased to £12.60 and will also be implemented from November.
- Walford Williams officially retired on 11th October 2024. We announced Walford's retirement during Cinio a Chlonc and presented

him with a retirement gift. I would like to thank Walford for all of his hard work, friendship and support. He will be missed by us all.

Personal Development

- Ffion & I have both completed the PIALC Qualification (Principles of Internal Auditing Local Councils Qualification).
- Ffion and I attended the SLCC Civility and Respect: Personal Resilience and Self-Protection webinar – 1st October.
- Ffion, Wendi and I attended the 3-day, SLCC Conference in Leicester - 7th – 10th October.
- Ffion and I attended the SLCC Civility & Respect – What makes people become challenging webinar – 15th October.
- Ffion and I attended the One Voice Wales Annual Conference in Builth Wells – 16th October.
- I attended The Senedd Local Government and Housing Committee roundtable event regarding the inquiry into role, governance and accountability of the community and town council sector – 23rd October.
- I attended the One Voice Wales seminar: Funding, grants & precept setting – 24th October.
- Ffion continues with her IICA to CiLCA qualification, and I hope to complete the CiLCA qualification in the new year.