

Cyngor Cymuned Llannon Community Council



Minutes of the Full Council Meeting of Llannon Community Council

on

Wednesday 25th June 2025 at 6.30pm

Hybrid via Teams and in Tumble Hall

Meeting commenced at 6:30pm

<p>The Chair, Cllr. R. Lloyd Davies presided over the meeting.</p>

Minute No. 51 – Members Present.

Cllr. R. Lloyd Davies (RD) – Tumble Hall.

Cllr. J. Owen (JO) – Tumble Hall.

Cllr. P. Owen (PO) – Tumble Hall.

Cllr. Ll. Davies (LD) – Tumble Hall.

Cllr. T. Stillman (TS) – Teams.

Cllr. S. Blackmore (SB) – Teams.

Cllr. C. Davies (CD) – Tumble Hall.

Also Present:

Mrs. C. Hope – Chief Officer (CH)

Mrs. Ff. Lewis – Deputy Chief Officer / RFO (FL)

Mrs. L. Davies – Welsh Language Interpreter.

Miss. B. Davies - Welsh Language interpreter.

Mr. L. Andrews – Security.

Minute No. 52 – Apologies and reasons for absence.

Cllr. T. Stillman (TS) – Late due to work commitments.
Cllr. N. Thomas (NT) – Prior engagement.
Cllr. E. G. Evans (EGE) - Prior engagement.
Cllr. J. Owen (JO) – Late due to personal commitments.

Minute No. 53 – Absence without apologies given.

Cllr. J. Anderson (JA)
Cllr. S. Eldridge (SE)
Cllr. R. Jones (RJ)

Minute No. 54 – Declarations of Interests.

There were no new declarations of interest.

Minute No. 55 – Policing Matters.

The Chief Officer informed the Council that there wasn't a meeting this month with the police. The Chief Officer was pleased to report that there have been no vandalism issues in the last couple of weeks.

LD stated that in previous years the PCSOs would attend the Council meetings and report back to the Council. LD asked the Chief Officer if she could ask them to attend the monthly meetings.

The Chief Officer informed the members present that the PCSOs can't do this anymore due to their shift patterns and lack of time. The PCSO's are available to meet with the Chief Officer and the County Councillors if they arrange an appointment.

Minute No. 56 – Public participation.

There was no public participation.

Minute No. 57 – The Chair’s Report.

A copy of the Chair’s report was sent previously to all members of the Council via email by the Chief Officer.

The Chair informed the members present that Menter have advertised a similar scheme as Cinio & Chlonc in Tabor for the same days as LICC’s Cinio & Chlnoc in Tumble Hall. The Chair has been in contact with the person organising the scheme expressing her concerns, the organiser was unaware that LICC had a Cinio & Chlonc in Tumble Hall and once the three advertised dates have come to an end the organiser will look at the possibility of holding it on different times and days to avoid any future clashes. The Chair stated that she will keep in touch with Menter.

Minute No. 58 – 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.

Minute No. 59 – Confirmation of the minutes of the Full Council Meeting on 28.05.25.

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

Resolved that the minutes of the Full Council Meeting on 28.05.25 (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.

6.36pm Cllr. J. Owen joined the meeting and apologised for being late.

Minute No. 60 – Confirmation of the minutes of the Finance Committee Meeting on 09.06.25.

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

Resolved that the minutes of the Finance Committee Meeting on 09.06.25 (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. 61 – The Chief Officers’ report.

The Chief Officer reported on the following:

- **Elections.**

The Chief Officer informed the members present that elections have been called for both wards. Electoral Services will contact the Chief Officer with the costings for polling cards and an EGM will be called for the Council to decide whether or not to purchase polling cards.

- **Y Graig.**

The Chief Officer has met with the officers at County Council to discuss the possible funding opportunities. The Chief Officer informed the members present that the Welsh Government will be releasing funding opportunities for playgrounds. The Chief Officer also informed the members present that the officers in County stated that due to there being so many applications submitted for the SCF, the applications for new playgrounds were automatically rejected based on the Welsh Government funding opportunities. These applications have been placed on a list ready. The Chief Officer is hopeful that the funding will be announced next week, and she will submit the application once it is live.

- **Councillor Allowances.**

The Chief Officer informed the members present that all Councillor Allowances have been processed through payroll and these payments should be in everyone’s Bank Accounts on Monday. The majority of Councillors have expressed that they would like to donate their allowances to the summer clubs that will be arranged for the summer holidays. The Chief Officer will send an email to all members of the Council with the Councils Bank details and the Councillor’s who wish to donate their allowances can do so via Bank transfer.

- **Councillor’s Declaration of Interests.**

The Chief Officer has sent a Notification by Member of Llannon Community Council of Personal Interest form in a survey format for all

members to complete online. The Chief Officer asked all members present that they complete this form as soon as possible.

- **Local Places for Nature.**

The Chief Officer and the Chair have submitted a grant application to enable the Council to purchase benches for the community. There is up to £3000 available, if LICC receive the full amount then this will enable the Council to purchase ten benches which will be situated in the Country Park, Cross Hands Park and Cross Hands Memorial. Included in the grant application is money for bulbs. The Chief Officer suggested that some of the bulbs should be planted at the front of Cross Hands Memorial near the new bus shelter. The Chief Officer is waiting to hear whether the grant application is successful and will update the Council accordingly.

The Chief Officer and the Chair have a meeting with two officers to view Cross Hands and Tirwaun and is hopeful that there could be more funding opportunities to purchase equipment. The Chief Officer stated that the Grillo that has been purchased through the grant funding has made a vast difference with the grass cutting.

- **Carmarthenshire Sport and Physical Activity Network.**

The Chief Officer has been invited to attend the Carmarthenshire Sport and Physical Activity Network meeting on the 10th July. The Chief Officer stated that she is honoured to be a part of the Carmarthenshire Sport and Physical Activity Network and will report back to Council the outcome of the meeting.

- **School Sports Days.**

The Chief Officer informed the members present that Llannon Community Council supported all of the school sports days, each event was very successful. Cross Hands requested the use of gazebos and chairs, which LICC supplied. The Chief Officer thanked the maintenance team for ensuring that the grass was cut and thanked Roger for marking out all of the fields.

- **Flower Planting.**

The Chief Officer informed the members present that flowers have been planted at both memorials and on Llannon Square.

- **Containers.**

The Chief Officer informed the members present that two containers have been purchased. The container near Y Cwtsh had rotted and needed replacing. The other container will be used to bring some equipment to Tumble. Both containers were purchased from Meirion G Williams and Son at a cost of £5760.

- **Summer Activity Programme.**

The Chief Officer informed the Council that a summer activity programme has been put together and will be advertised within the next couple of weeks. The Chief Officer thanked Kelly for all of her hard work in putting the programme together.

6.49pm Cllr. T. Stillman joined the meeting and apologised for being late.

- **Staff.**

The Chief Officer informed the Council that herself and the Deputy Chief Officer will be attending the One Voice Wales Conference on the 2nd July 2025 and the SLCC Conference on the 15th/16th July 2025.

The Chief Officer has been busy working on the Annual Report which has taken up most of her working hours.

Minute No. 62 – To agree the Council’s updated Asset Register.

A copy of the updated Asset Register has previously been circulated via email to all members of the Council by the Chief Officer. The Chief Officer informed the members present that there is around £90,000 difference between the value of the assets that LICC currently have compared to the previous Asset Register. The Chief Officer also informed the members present that the buildings have been re-valued and the valuation has stayed the same. The Chief Officer thanked the staff for their help with the completion of the register.

There were no questions asked from the members present.

PO proposed to accept the updated Asset Register. CD seconded the proposal. All members present in favour.

Resolved that the Council accept the updated Asset Register as previously circulated via email from the Chief Officer.

Minute No. 63 – To agree the Council’s Annual Report 2024-25.

The Chief Officer apologised to the members present that unfortunately the Annual Report isn’t ready to be presented to the Council yet as there are a few finishing touches needed to make it a presentable document. The Chief Officer will be putting the document into a book format, and it is currently at eighty one pages. The Chief Officer stated that the Annual Report will be a more visual document and will be more professional and appealing to the eye. The Chief Officer felt that seeing as it is a very important document that the Annual Report deserves a meeting of its own so that the content of the work can be appreciated in its entirety. An EGM will be arranged soon.

The Chair informed the Council that she has seen what the Chief Officer has created so far and that it is a very impressive report. The Chair also stated that this Annual Report will make a far better document for members of the public to engage with. The Chair also stated that the Chief Officer has already put numerous hours into the report. The Chair informed the Council that this item of the agenda will be adjourned to a later date.

Minute No. 64 – To receive a report from the Council’s Internal Auditor for the financial year ending 31st March 2025.

The Council’s Internal Auditor report for the financial year ending 31st March 2025 has previously been circulated to all members of the Council via email from the Chief Officer.

The Chair asked the members present if there were any questions.

LD stated that the report received highlights all of the hard work that the Chief Officer and the Deputy Chief Officer have done to ensure such a good report and thanked the both of them for their work.

LD proposed to accept the Internal Auditor’s report for the financial year ending 31st March 2025. TS seconded the proposal. All members present in favour.

Resolved that the Council accept the Internal Auditor's report for the financial year ending 31st March 2025.

Minute No. 65 – To agree the Council's Annual Return for the financial year ending 31st March 2025.

The Council's Annual Return for the financial year ending 31st March 2025 has previously been circulated to all members of the Council via email from the Chief Officer.

The Chair informed the members present that this document will be the document sent to Audit Wales. The Chair asked the members present if there were any questions.

There were no questions asked.

JO proposed to accept the Council's Annual Return for the financial year ending 31st March 2025. LD seconded the proposal. All members present in favour.

Resolved that the Council's Annual Return for the financial year ending 31st March 2025 has been agreed.

Minute No. 66 – To consider quotations from specialists required to submit overall costings for the re-development of the pavilion in Parc Y Mynydd Mawr.

The Chief Officer previously circulated a report for the re-development of the pavilion in Parc Y Mynydd Mawr to all members of the Council via email.

The report was as follows:

Current Position

- Full Planning Permission has been granted.
- £1063.86 Caeau Mynydd Mawr SPG contribution has been paid with authorisation from the Chair.
- £300,000 secured (via Tumble Family Centre) from Welsh Government Communities Fund.
- £133,000 secured from Shared Communities Fund by Llannon Community Council.

- Awaiting outcome of application to Moondance Foundation.
- Letter received from Cymru Football Foundation agreeing to support the project, subject to overall project costs. We have applied for £500,000 so if overall project cost is less than £933,000, they will award up to the overall cost.
- Llannon Community Council has currently spent a total of £8,033.86 on the project.

Next Stage

As full planning permission has been granted, it is imperative that we now establish the overall project cost. Four specialists are required to oversee this stage of the project so the Council must decide whether we intend to proceed further, and if so, consider the quotations detailed.

In accordance with Llannon Community Council's Financial Regulations:

- For contracts greater than £10,000 excluding VAT the Chief Officer shall seek at least 3 fixed-price quotes.
- Where the value is between £3,000 and £10,000 excluding VAT, the Chief Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

It is important to note that these fees will be refunded by Cymru Football Foundation if the project goes ahead and is supported by them.

1. Quantity Surveyor

RIBA Stage 3 – Pre-tender Phase - £3,450

- Review full building regulations design pack and liaise with architect and other design team members.
- Prepare a detailed measured take off for the full scope of the development based on the final building regulations drawings, including substructure, superstructure, mechanical and electrical, structural, and external works.
- Prepare a detailed element bill of quantities / schedule of works for the full scope of the development.
- Price BOQ with "current market rates" as the basis of an updated client estimate for benchmarking purposes.

- Teams meeting with client to present cost estimate prior to tender issue.

RIBA Stage 4 – Tender Phase - £2,300

- Prepare a formal tender enquiry document including preamble, contract particulars, drawings, including bill of quantities / schedule of works (as above).
- Issue formal tender enquiry to preferred contractor.
- Issue tender addendums and respond to clarifications from tenders.
- Review pricing and issue queries, price clarifications, etc.
- Prepare tender pricing report for review with Client.
- Attend meeting / Teams for price clarification and pre-contract meeting.
- Prepare final recommendation report.
- Prepare contract and issue formal JCT Minor Works 2024 document (MW 2024).

Total Sum Quantity Surveyor - £5750 (plus VAT)

The Chief Officer has attempted to obtain 3 estimates, however, only 1 company have submitted a quotation.

2. Structural Engineer

- Superstructure Design - £1,990 + VAT
- Foundation Design - £1,790 + VAT (assuming a raft foundation).
- Foul-Water Drainage Design - £250 + VAT
- Meetings and Visits - £695 + VAT

Total Sum Structural Engineer - £4,725 (plus VAT)

The Chief Officer has attempted to obtain 3 estimates, however, only 1 company have submitted a quotation.

3. Mechanical & Electrical

Stage 2 to 4 – Design Works:

Detailed Design Development.

- Finalise M&E layouts with full integration into the architectural and structural design.
- Ensure full coordination of mechanical (HVAC, plumbing, public health) and electrical (power, lighting, fire, security, IT) systems.
- Conduct clash detection with Building Information Modelling (BIM) or coordination software.

Technical Drawings & Specifications.

- Develop detailed M&E drawings (schematic, riser, containment, plantroom layouts, etc.).
- Finalise ductwork, pipework, cable tray, and containment routes.
- Produce wiring diagrams and control schematics.
- Provide detailed equipment schedules and performance specifications.
- Prepare final specifications for materials, fixtures, and fittings.

Compliance & Regulations.

- Ensure all M&E designs comply with Building Regulations.
- Confirm compliance with CIBSE, IET, and other standards.
- Fire strategy design development and fire detection integration. M.E.P. Building Services Consultants Ltd Registered in England & Wales Registration No 12794489.

Coordination with Contractors & Procurement Support.

- Assist in tendering by providing detailed design intent for contractor pricing.
- Support value engineering without compromising performance.
- Collaborate with specialist contractors for package integration.
- Review contract design proposals and ensure they align with employer's requirements.

Calculations & Performance Validation.

- Perform detailed calculations (e.g. heat loss/gain, cooling loads, pipe/duct sizing, cable sizing and lighting calculations).
- Validate ventilation rates, thermal comfort, and electrical load demands.
- 6. Construction Readiness & Handover preparation.
- Develop installation guidelines for site teams.

- Ensure all elements are buildable with appropriate access and maintenance provisions.
- Provide input for O&M (Operations & Maintenance) manuals and handover documentation.
- Identify commissioning and testing requirements for post-installation validation.

Total Sum Mechanical & Electrical - £14,250 (plus VAT)

The Chief Officer has attempted to obtain 3 quotes, however, only 2 companies have submitted a quotation. The second quotation for the same specification was £31,000.

4. Architectural / Principal Designer and Contract Administrator - £11,250.

RIBA Work Stage 4 – Technical Design:

- (i) Building Regulations drawings** – we will prepare all necessary constructional details required for a Building Regulation submission which will normally include dimensional plans, elevations, and sections etc, together with sufficient specification notes and details and submit the Building Regulations Application. (There will be fees payable to the Local Authority) – **RIBA Work Stage 4(i) - £9,7500.00 – Building Regulations.**
- (ii) Schedule of Works and Production Information** – we will prepare a schedule of works and supporting information, including pre-construction Health & Safety information with a view to enabling proposed Contractors to prepare a tender – **RIBA Work Stage 4(ii) - £1,500.00 – Tender / CDM Information.**

Total sum Architectural / Principal Designer and Contract Administrator - £11,250 (plus VAT)

The Chief Officer has attempted to obtain 3 quotes, however, only 1 company have submitted a quotation.

Total next stage fees - £30,225.00 (plus VAT)

How will the Council fund this?

The 2025-26 budget allowed for £50,000 to be spent on “Future Projects”. Reserves will be utilised to make the payments and replenished when we receive a refund from CFF (if applicable) or when subsequent precept payments are received.

The Chair asked all members present if there were any questions or comments.

JO stated that she feels that the Council has come too far for the project to fall through at this stage and felt that LICC should go ahead with the above quotations.

The Chair reminded the members present that there is currently £50,000 in the Future Projects budget.

PO proposed that the Council agree to pay the above fees and to carry on with the project. CD seconded the proposal. All members present in favour.

Resolved that the Council accept the above quotations and continue with the redevelopment at Parc Y Mynydd Mawr.

Minute No. 67 – To receive Councillor Training Dates.

The Chief Officer and Deputy Chief Officer previously circulated possible training opportunities to all members of the Council via email. The Chair stressed to all members present how important that it is for Councillors to attend training and to inform the Deputy Chief Officer which courses and times they would like to attend.

Minute No. 68 – To confirm receipt of the following planning applications.

PL/09358 – Proposed single storey rear extension – 11 Maes Becca, Llannon, Llanelli, SA14 6AX.

PL/09328 – Change of use for a car show room (A1) to a nursery (D1) – Ennis Caravans, Carmarthen Road, Cross Hands, Llanelli, SA14 6SP.

PL/08563 – Installation of Air Source Heatpump (1m from boundary) – 42 Heol Y Neuadd, Tumble, Llanelli, SA14 6HR.

*PO proposed that the Council have received the above planning applications.
LD seconded the proposal. All members present in favour.*

Resolved that the Council members have received planning applications
PL/09358, PL/09328 and PL/08563.

The Chief Officer informed the members present that the Notice of Appointment for the Exercise of Electors' Rights to view the accounts has been published on the website and on the noticeboard. The Chief Officer stressed that this allows any member of the public to come and inspect the accounts by appointment, if they wish to do so. This notice is made available every year. The Chief Officer stated that if anyone wished to come and inspect the accounts to send an email to arrange an appointment.

The Chair closed the meeting at 7.15pm

Signed **Date**

(Chair)