

CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL

Minutes of the 2021 Annual General Meeting of Llanddarog Community Council held online on 12/5/2021 at 19.00.

1/2021-2022 Present.

Councillors: M Rees (Chair), R Jones, J Williams O.B.E, W Evans, H Jones, S Herridge, J Youens, T Evans.

County Councillor A Davies.

Clerk.

2/2021-2022 Apologies.

Councillors: R Newell, E Davies.

3/2021-2022 Declarations of personal interest.

None.

4/2021-2022 Opportunity for the public to address the Council on agenda items.

None.

5/2021-2022 Retiring Chairman's Address and Report on Civic Allowance/Budget Expenditure.

The Chair stated -

"Firstly, may I congratulate County Councillor Ann Davies, who is now an Executive Board Member for Communities and Rural Affairs. I am sure she will continue to ably represent us on Carmarthenshire County Council.

Thank you everyone for your perseverance during this challenging year of the Covid-19 pandemic. For all of us, there has been much to learn in the use of new technology – a special thanks to Gary for setting up Google Meet and now moving to Zoom which, hopefully, will provide the ability to use translation facilities. I am well aware that those whose first language is Welsh should be able to use their native language and I thank you all for your forbearance regarding this issue.

Also, a thank you to Cllr R Jones who has been a great support to me as my Vice Chair. His guidance has been appreciated as has his continued role in keeping an eye on the Community Council's finances and guiding Gary in his role as Responsible Financial Officer.

I am very pleased that we have developed a closer association with Llanarthne Community Council whilst maintaining control of our individual responsibilities.

Of my Chair's allowance, due to the lack of events during the year, I have donated just £50.00 to Carmarthen Toybox Appeal. I can also confirm that the remainder of my allowance has been allocated as follows - £100.00 to Wales Air Ambulance and £150.00 to Ty Bryngwyn, Prince Philip Hospital.

We have been successful in providing a replacement bench in Cwm Catti, which was fully funded by Carmarthen Round Table and a seat in the shelter in Llanddarog, both

made of recycled materials which should prove long lasting. We have also replaced both Community Council notice boards in Llanddarog and Porthyrhyd and the interpretation board on the conservation land opposite the church is currently being restored. Driver feedback Signs (DFS) have been installed in Porthyrhyd and we hope to see a reduction in speeding vehicles through the village. We were so pleased that Menshed removed the overgrown shrubs in the conservation land in front of Llanarthne Church.

I would like to thank Cllr J Williams and Cllr J Youens for ensuring the flag is flying from March to October and organising the lowering of the flags during the mourning period for the Duke of Edinburgh.

All in all, we have managed to accomplish many things during the past year, but I do look forward to a time when we can meet physically and safely once again. Once again, thank you all for your support throughout the year”.

6/2021-2022 Election of Chair 2021/2022 and signing of declaration of acceptance of office.

During the February 2021 meeting on 10/02/2021, the election of Chair for 2021-2022 was discussed and the following result was recorded -

216/2020-2021 ***At 20.42 it was requested that Cllr M Rees (Chair) left the meeting to allow Council members time to discuss a matter which she was aware of. Cllr R Jones suggested that due to the Covid-19 pandemic and that the current chair had not attended or been involved in any of the annual social events that she would be given the opportunity to remain as Chair for a second year. The proposal was discussed by all members present and as Llanddarog Community Council and many other Community Councils have allowed the Chair a second term in previous years, it was decided to extend Cllr M Rees’s chairmanship for a second year. The Vice Chair would be allocated the Chairmanship in May 2022. Proposed by Cllr R Jones and seconded by Cllr W Evans. All members agreed***

Cllr M Rees was proposed as Chair by Cllr R Jones and seconded by Cllr J Williams O.B.E. Cllr M Rees was unanimously elected as Chair. Cllr M Rees thanked the Council and stated that it was an honour to be elected as the Chair of Llanddarog Community Council for a second year. Cllr M Rees was unable to read and sign the declaration of acceptance at this moment due to social distancing rules of the Covid-19 pandemic but will fulfil the obligation at the next social meeting. The meeting continued with Cllr M Rees in the Chair.

7/2021-2022 Election of Vice Chairman 2020/2021 and signing of declaration of acceptance of office.

During the February 2021 meeting on 10/02/2021, the election of Vice Chair for 2021-2022 was discussed and the following result was recorded:-

Please see above

Cllr R Jones was proposed as Vice Chair by Cllr W Evans and seconded by Cllr J Williams O.B.E. Cllr R Jones was unanimously elected as Vice Chair. Cllr R Jones was unable to read and sign the declaration of acceptance at this moment due to social distancing rules of the Covid-19 pandemic but will fulfil the obligation at the next social meeting.

8/2021-2022 Review of Council policies and Confirm Cheque Signatories on the Bank Mandate.

The policies were reviewed in the November meeting on 11/11/2020 (**Minute 150/2020-2021**) and it was decided that no further alterations were required. Policies are available on the Llanddarog Community Council website. It was resolved not to alter the bank mandate as online banking facilities were now primarily used. The Council also noted the requirements for payments as per the financial regulations and further ratified existing resolutions for approving invoices and direct debits (website fees or payroll agent). Proposed by Cllr J Williams O.B.E. and seconded by Cllr R Jones.

9/2021-2022 Council's general standing sub-committee and terms of reference.

It was decided that the sub-committee would consist of the presiding Chair, Vice-Chair, Previous Chair and one council member from the chosen parish :-

Llanddarog – Cllr T Evans, E Davies.

Porthyrhyd – Cllr J Williams O.B.E, S Herridge, H Jones, W Evans.

Mynyddcerrig – Cllr R Owen, J Youens.

Proposed by Cllr H Jones and seconded by Cllr T Evans.

10/2021-2022 Appointments.

It was **Resolved** as follows:

1. *One Voice Wales Area Committee.*
Cllr M Rees & Cllr R Jones as deputy.
2. *Gwendraeth Group of Community Councils.*
Cllr J Youens & Cllr M Rees as deputy.
3. *Torcoed Quarry Forum.*
Cllr R Newell & Cllr R Owen.
4. *Carmarthenshire County Council's (CCC) Community & Town Council Liaison Forum.*
Cllr R Jones & Cllr J Williams.
5. *CCC Local Development Plan Forum.*
Cllr J Williams & Cllr S Herridge as deputy.

Proposed by Cllr J Williams O.B.E. and seconded by Cllr H Jones.

11/2021-2022 Community representative on Llanddarog School's Governing Body.

Cllr M Rees had received confirmation from Mr Terry Jones that in agreement with the Headmistress and the Community Council that he would remain as Llanddarog Community Council's representative within Llanddarog School's Governing Body for the year 2020-2021 but would relinquish that role at the end of May 2021.

The matter was discussed in the July 2020 meeting on 08/07/2020 as the following Email was received from Cllr H Jones regarding the position:-

"In terms of a potential vacancy for a Community Council Member on Llanddarog School Board of Governors, should there be a vacancy imminently or at a future date, I'd be interested in the role. I have experience of serving on a school governing body having served on the governing body of Llanarthne CP school before its closure.

Furthermore, I feel that I have an awareness and understanding of many issues relevant to school governance since I provide simultaneous interpretation at a number of school governing bodies (secondary and primary), and much of my simultaneous translation work over past years have been for the local Education Authority, ERW (the education support consortium) and the Athrofa at UWTSD - the teacher training arm of the university. I have previously provided translation at governor training events and would naturally be happy to undertake any training relevant to the role". It was proposed by Cllr J Williams O.B.E. and seconded by Cllr S Herridge to accept the offer of representation by Cllr H Jones.

Cllr H Jones confirmed that he was happy to represent Llanddarog Community Council on Llanddarog School's Governing Body. Proposed by Cllr R Jones and seconded by Cllr W Evans.

12/2021-2022 Mr L.M Jones - Internal Auditor for accounts 2021-2022.

The Clerk reported that he had spoken with Mr L.M Jones and that he was happy to continue as Internal Auditor for Llanddarog Community Council. It was agreed to allow Mr L.M Jones to continue with the internal auditing of the accounts. Proposed by Cllr J Williams O.B.E. and seconded by Cllr R Jones. **Resolved** for the Clerk to write a letter of confirmation to Mr L.M Jones.

13/2021-2022 Confirmation of the Clerk as the Responsible Financial Officer for 2021-2022.

Resolved to confirm the Clerk. Proposed by Cllr J Williams O.B.E. and seconded by Cllr R Jones.

14/2021-2022 Confirmation of Internal Financial Examiner for 2021-2022.

Resolved to confirm Cllr R Jones. Proposed by Cllr J Williams O.B.E. and seconded by Cllr H Jones.

15/2021-2022 Chairman Civic allowance / budget sum for 2021-2022.

Resolved that the sum be £300 (Section 137). Proposed by Cllr J Williams O.B.E. and seconded by Cllr S Herridge.

16/2021-2022 Date, time and location of meetings.

It was **resolved** that the meetings be held on the second Wednesday of the Month at **19.00pm** (except August). Meetings will be held online and commence in accordance with the table below once the Covid-19 pandemic restrictions are lifted.

COUNCIL MEETINGS SCHEDULE 2021-2022

June 2021	Porthyrhyd Hall
July 2021	Mynyddcerrig Hall/Club
September 2021	Llanddarog Hall
October 2021	Porthyrhyd Hall
November 2021	Mynyddcerrig Hall/Club
December 2021	Llanddarog Hall
January 2022	Porthyrhyd Hall
January 2022 – Extraordinary (Precept)	Mynyddcerrig Hall/Club
February 2022	Llanddarog Hall
March 2022	Porthyrhyd Hall

April 2022	Mynyddcerrig Hall/Club
May 2022 (Including AGM)	Llanddarog Hall

Other meetings may be called during the year as required

17/2021-2022 Training on the code of conduct and arrangements for any payments to the Members.

- (a) The Clerk had received information from One Voice Wales that Code of Conduct training was available online for a maximum group number of 20 at a cost of £299.00. Cllr H Jones reported that Code of Conduct training was available free of charge from Carmarthenshire County Council. **Resolved** for the Clerk to enquire and to note that when courses are available that all members who have not had code of conduct training in the last 5 years would attend.
- (b) It was **resolved** that any payments of £150 be made to Members in PAYE tax period 12 of this financial year. If a Member leaves the Council before the payroll data is sent to the agent for period 12 then they will not receive the payment. The Clerk asked that Members confirm their position in writing as to whether they are claiming the £150 as soon as possible. **Resolved** for the Clerk to Email members allowance form to each Councillor and for Council members to return to Clerk ASAP.

18/2021-2022 The meeting finished at 20.19.

Chairman

Date

CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL

Minutes of the May 2021 meeting of Llanddarog Community Council held online on the 12/5/2021 (following the Annual General Meeting).

19/2021-2022 Present:

Councillors: M Rees (Chair), R Jones, J Williams O.B.E, W Evans, H Jones, S Herridge, J Youens, T Evans.

County Councillor A Davies.

Clerk.

20/2021-2022 Apologies.

Councillors: R Newell, E Davies.

21/2021-2022 Declarations of personal interest.

Cllr R Jones – Agenda item 15 – To confirm annual revenue grant to Porthyrhyd Welfare Committee.

Cllr J Youens - Agenda item 14 – To confirm annual revenue grant to Mynyddcerrig Welfare Committee.

Cllr W Evans – Agenda item 15 and 17 – To confirm annual revenue grant to Porthyrhyd Welfare Committee and Llanddarog Show.

Cllr T Evans - Agenda item 17 – To confirm annual revenue grant to Llanddarog Show.

22/2021-2022 Opportunity for the public to address the Council on agenda items.

None

23/2021-2022 Policing and Road Safety Matters

Cllr J Williams O.B.E. reminded members that a meeting was required regarding the DFS (Driver Feedback Sign) at Lan Lucis Bridge. **Resolved** for the Clerk to Contact Mr Andrew Morgan (Traffic Engineer, Carmarthenshire County Council).

24/2021-2022 County Council matters - County Cllr A Davies.

County Cllr A Davies thanked the Chair for her hard work and dedication during what has been a very difficult year. Organising meetings via Zoom/Teams/Google Meet had been challenging for us all. Learning how to use modern technology had enabled us to meet virtually without placing others at risk. A thank you was also expressed to the Clerk who had guided the Council during a very difficult period. In a year where all events had been cancelled, she thanked the previous Chair for donating the Civic allowance to local charities which affect us all, especially Air Ambulance Wales and the local NHS Charities and hospital.

County Cllr A Davies stated that the villages had come together during the pandemic to Support each other in a way that we probably haven't seen since the Second World War. People called (at a distance) to deliver food and medicine but also popped by the house to say hello and to check that all was well with family, friends and neighbours. Things improved and then the 2nd wave came along in

November/December 2020 and the situation was far worse for us in Rural Carmarthenshire. Everyone has lost friends and family during this period. Not always to COVID-19 but losing a loved one and not being able to have the funeral they wanted, not being able to hold their hand and say goodbye must have been very difficult. Our thoughts were with you all. County Cllr A Davies said, "All I want to say is thank you to you all for your support and diligence over the past year".

County Cllr A Davies also said "Thank you also for your kind words on my recent promotion to the Executive Board. Following Cllr Cefin Campbell's success in gaining a seat at the Senedd, I have been entrusted his portfolio of Communities and Rural Affairs. It involved the 10 Town initiatives, the Tŷisha Project in Llanelli, Climate Change, Equalities and Diversity, Rural Affairs, Community Safety and Poverty. I'm looking forward to the challenge and looking forward to putting the voice of a working farmer into the heart of Rural Affairs within the County Council. I can also assure you that I will continue to look after your concerns within the Ward and it will be an honour to do so. Onwards with 2021-2022 together".

25/2021-2022 Chairman's Report.

None.

26/2021-2022 Confirmation and signing of the Minutes of the Council Meeting 14/04/2021.

Cllr R Jones reported an error on Minute **256/2020-2021** – 2nd paragraph (Change Llanarthne to Llanddarog).

Cllr J Williams O.B.E. reported an error on Minute **257/2020-2021** – 3rd paragraph (Change employee to Sub Contractor).

It was **resolved** for the Clerk to alter the minutes before delivering to the Chair for signing on 15/05/2021. Proposed by Cllr J Williams O.B.E. and seconded by Cllr S Herridge.

27/2021-2022 Matters arising from the above minutes.

Cllr H Jones suggested that if the Clerk updated Council members on his work since the previous meeting that it would save time in discussing all issues that had been resolved by the Clerk. The suggestion was discussed and proposed by Cllr H Jones and seconded by Cllr W Evans.

The Clerk updated Council members on actions taken since the previous meeting and clarified that all matters had been resolved. All Council members had received Emails from the Clerk confirming received and resolved issues.

Cllr R Jones reported that Dynefor Tree Services had completed the first grass cutting of the year and asked the Clerk to remind the contractor regarding the directive on cutting wildflowers. **Resolved** for the Clerk to contact the contractor.

Cllr M Rees reported that she had placed the Council Sign in Llanddarog noticeboard and that the Clerk would display the sign in the Porthyrhyd and Mynyddcerrig noticeboards once he was in possession of the sign. The chair also reported that she had placed some of the photographs of the Royal visit in Llanddarog's noticeboard.

28/2021-2022 To note correspondence or to list for consideration at a forthcoming Council meeting.

None.

29/2021-2022 Planning.

No objections to the following planning applications. Proposed by Cllr J Williams O.B.E. and seconded by Cllr S Herridge.

Application Number	Application Type	Location	Description
PL/01806	Approval of details reserved by a condition	Land to the rear of the Old Coach House, Llanarthne, Carmarthen, SA32 8AN	Discharge of Conditions 4 & 7 on W/39834 (External facing materials & arboricultural report)

30/2021-2022 Payments

The below were **ratified**.

Method of Payment	Date	Suppliers & Details	Sum £ inc VAT
Online	26/04/2021	WCVA SIN 010783	31.20
Online	26/04/2021	J.G Evans April Payroll	359.23
Online	26/04/2021	Cllr Salary After Tax	120.00
Online	26/04/2021	Cllr Salary After Tax	120.00
Online	26/04/2021	Cllr Salary After Tax	120.00
Online	26/04/2021	HMRC PAYE – Period 1	179.80
Online	26/04/2021	SLCC – MEM234358	166.00
Online	26/04/2021	K G Fittings	508.64
Online	26/04/2021	Paragon Internet Inv - 6376283	8.34

31/2021-2022 Receipts.

Llanarthne Community Council - SLCC 50%

26/04/2021 - £83.00

Carmarthenshire County Council - Precept 1

30/04/2021 - £7,1216.00

32/2021-2022 Recommendations of Cllr M Rees regarding financial donations.

The Chairman proposed to use Section 137 and make donations to the following recipients –

Royal British Legion Llandeilo (Remembering D T Davies) - £50.00.

Cruise West Wales Bereavement Care – £250.00

Marie Curie - £100.00

Resolved for clerk to arrange payment.

33/2021-2022 Annual revenue grant of £500.00 to Mynyddcerrig Welfare Committee.

It was proposed by Cllr R Jones and seconded by Cllr S Herridge to fund the grant donation. It was **resolved** to confirm the revenue grant with the only condition being that the Clerk is to ask for a receipt.

34/2021-2022 Annual revenue grant of £500.00 to Porthyrhyd Welfare Committee.

It was proposed by Cllr S Herridge and seconded by Cllr J Williams O.B.E. to fund the grant donation. It was **resolved** to confirm the revenue grant with the only condition being that the Clerk is to ask for a receipt.

35/2021-2022 Annual revenue grant of £500.00 to Llanddarog Hall Committee.

It was proposed by Cllr J Williams O.B.E. and seconded by Cllr R Jones to fund the grant donation. It was **resolved** to confirm the revenue grant with the only condition being that the Clerk is to ask for a receipt.

36/2021-2022 Annual sponsorship of £200.00 for Llanddarog Show.

It was reported that due to the Covid-19 pandemic, the show had been cancelled with enough notice to avoid any major cost implications to the show committee. It was **resolved** to cancel the sponsorship for year 2021-2022 and review in year 2022-2023.

37/2021-2022 Council's Insurance policy.

This matter was discussed in the February meeting on 10/02/2021 (**Minute 211/2020-2021**) - The Clerk had Emailed a copy of the current insurance policy to all Council members on 03/02/2021 in preparation for the meeting. The Clerk had spoken with an administrator of BHIB, the insurance provider, prior to the meeting with regards to a possible collaboration of insurance policies with Llanarthne Community Council in order to reduce premium costs. The Clerk was advised that this could be done but that if a claim was ever instigated within either one of the Community Councils, the other Community Council would receive an increase in premium costs. The Clerk was advised that the only way to reduce costs was to review the population of the community. Cllr M Jones from Llanarthne Community Council obtained the population information on behalf of the Clerk and it was reported that the population of Llanddarog in Mid 2019 was 1267 with an estimated increase of 6% prior to the 2021 Census being conducted. The current policy is suitable to covers a population of 5000 therefore increasing the annual premium cost. The clerk suggested that the population number be reduced to 2000 in order to save approx £150.00 per annum. The matter was discussed by Council members and it was proposed by Cllr H Jones and seconded by Cllr J Williams O.B.E. to reduce the population number to 2000. **Resolved** for the Clerk to amend the current policy when renewal is due.

The Clerk contacted BHIB and the following reply was received by Email on 17/05/2021 –

Please note that we have the population on the correct banding for you already. The banding's go as follows -

Up to500

Up to1000

Up to 5000

Up to 10,000

Over 10,000

The information received was sent to all council members on 17/05/2021 as the information received previously was incorrect. It was proposed by Cllr R Jones and seconded by Cllr J Williams to renew the policy at the sum of £874.95. **Resolved** for the Clerk to arrange payment.

38/2021-2022 Website accessibility regulations.

No updates were required.

39/2021-2022 Maintenance of community defibrillators.

As per agreement in the September meeting on 09/09/2020 (**Minute 110/2020-2021 C**) the Clerk will continue to maintain the defibrillator in Llanddarog on a monthly basis. Proposed by Cllr M Rees and seconded by Cllr R Jones.

40/2021-2022 To discuss translation service provider for 2021-2022.

Cllr H Jones provided the Clerk with a list of potential candidates to supply the Community Council with translation services during an online Zoom meeting. It was decided to format a tender application and offer a 1-year agreement to the translator in collaboration with Llanarthne Community Council. **Resolved** for the Clerk to format a tender application with the assistance of Cllr H Jones and Cllr M Jones (Llanarthne Community Council).

41/2021-2022 Forum in order for Members to raise reports / questions through the Chairman.

- (a) Cllr J Williams O.B.E. suggested that a pavement or cycle path should be considered between the Mansel Arms and Porthyrhyd to make the highway safer for ramblers and cyclists. It was suggested that landowners could donate a section of land or that Sustrans could purchase the land to be used. Cllr H Jones said it was highly unlikely that the landowner would donate the land. Cllr J Williams O.B.E. reported that Sustrans had their own funds available to purchase land and improve the facilities in the area. A route currently exists as far as the Mansel Arms and Cllr J Williams O.B.E. suggested that a letter should be written asking if Sustrans are willing to extend the path from the Mansel Arms to Porthyrhyd. **Resolved** for the Clerk to format a letter and clarify with Cllr J Williams O.B.E.
- (b) Cllr M Rees reported that Himalayan Balsam was an issue in the area and that community members could help reduce the invasion by eradicating the plant from their own property and when appropriate, complying with Covid-19 regulations to organise community groups to help reduce the invasion in roadside hedges. The most effective way to eradicate the plant is to remove from the ground and dispose of the plant by composting prior to 31/05/2021. The matter was discussed but it was decided not to invite the public to help with the issue.
- (c) Cllr M Rees reported that the hedges opposite Llanarthne Village Hall needed to be cut. **Resolved** for the Clerk to contact the owner of the land.
- (d) Cllr M Rees suggested that a Community Award be given to Llanddarog and Porthyrhyd Post Office for their hard work and dedication over the past 12 months since the Covid-19 pandemic. After a short discussion it was decided not to donate the award as the public community had not been given the chance

to vote and because other businesses in the vicinity had also provided a valuable service in the community.

42/2020-2021 In camera 21.32.

Those who were not Community Council members or the Clerk departed the meeting – not to return. The exclusion is due to personnel / staffing matters being discussed.

43/2020-2021 Staff pay run May 2021.

The Clerk reported the payroll amounts verbally to all Council members. It was **resolved** to accept the report and ratify the payment of the sums as presented.

44/2020-2021 Continued review of auto enrolment position

The Clerk informed all council members that payments would be made to NEST within 5 days which included a payment from 01/04/2020 – 31/03/2021 and 01/04/2021 – 31/05/2021. The Clerk reported the premium amounts verbally to all Council members. Payments will be made on a monthly basis ongoing as now part of payroll. Cllr R Jones suggested that auto enrolment should be removed and only appear on the agenda when updates were required.

45/2021-2022 The meeting finished at 21.41.

Chairman

Date
