

**28 October, 2020**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 7 – 27**

At a **COUNCIL** Meeting of the Llanelli Rural Council hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 28 October, 2020, at 2.12 p.m.

**Present:** Cllr. S. L. Davies (Chairman)

**Cllrs.**

S. M. Caiach	H. J. Evans
M. V. Davies	S. N. Lewis
T. Devichand	A. G. Morgan
S. M. Donoghue	J. S. Phillips
T. M. Donoghue	J. S. Randall
P. M. Edwards	A. J. Rogers
W. V. Thomas	

**7. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. F. Akhtar, J. P. Hart, T. J. Jones, C. A. Rees and I. G. Wooldridge.

**8. MEMBERS' DECLARATIONS OF INTEREST**

The following members declared an interest in the following matters:

<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
25 (1)	S. M. Caiach	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.
25(1)	M. V. Davies	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.
25(1)	P. M. Edwards	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.
25(1)	J. S. Phillips	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.

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<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
12(1)	S. L. Davies	Personal interest – personal involvement in the project in her capacity as a county councillor.
13(2)	S. L. Davies	Personal interest – personal involvement in the project in her capacity as a county councillor.
18	S. L. Davies	Personal interest – member of Llwynhendy and Pemberton Forum which also operated a food bank service.
26(2)(ii) & (iv)	S. L. Davies	Personal and prejudicial interest – member of the Dafen Forum and Llwynhendy and Pemberton Forum.
27	S. L. Davies	Personal and prejudicial interest – member of the Dafen Welfare Management Committee.
12(2) (PL/00647)	T. Devichand	Personal interest – she knew the applicant being she was the owner of a neighbouring dwelling.
26(2)(ii) & (iv)	T. Devichand	Personal and prejudicial interest – member of the Dafen Forum and Llwynhendy and Pemberton Forum.
27	T. Devichand	Personal and prejudicial interest – member of the Dafen Welfare Management Committee.
26(2)(iii)	H. J. Evans	Personal interest – member of Felinfoel Executive Committee.
26(2)(ii)	S. N. Lewis	Personal and prejudicial interest - member of the Dafen Forum.
27	S. N. Lewis	Personal and prejudicial interest – member of Dafen Welfare Management Committee.
26(2)(ii)	A. J. Rogers	Personal and prejudicial interest – member of the Dafen Forum.
27	A. J. Rogers	Personal and prejudicial interest - member of the Dafen Welfare Management Committee.

## **9. MEETING HOST**

To assist the Chairman in facilitating the general meeting arrangements and because the Chairman was participating remotely, it was

**RESOLVED** that Cllr. H. J. Evans be appointed as a meeting host at Vauxhall Buildings to help alert the Chairman as to when members wished to speak.

## **10. CONFIRMATION OF MINUTES**

**RESOLVED** that the following minutes (copies of which had been previously circulated to members) be confirmed and signed as a true record of proceedings:

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**11. CASUAL VACANCY IN OFFICE OF COUNCILLOR**

The Clerk reported the resignation of Cllr. E. Simmons (Pemberton Ward) and that a casual vacancy now existed on the council. The Clerk informed members that the Electoral Services Officer at Carmarthenshire County Council would be notified so that the relevant public notice advertising the vacancy, could be prepared and published. It was hoped that in the event of a request to fill the vacancy via an election, that this would be combined with the other earlier declared vacancy in the Pemberton Ward so that only a single by-election took place to fill both casual vacancies. If this proved to be the case and going off previous information received from the Electoral Services Officer, the election would be held in early March 2021.

**RESOLVED** that the information be noted.

**12. PLANNING MATTERS  
(1) PROPOSED 20 RESIDENTIAL DWELLINGS ON LAND OFF  
CAEGAR, LLWYNHENDY, LLANELLI**

*Cllr. S. L. Davies declared a personal interest in the following matter as she was personally involved in the project in her capacity as a county councillor.*

Members received correspondence from Evans Banks Planning Limited who had been instructed by TAD Builders and Pobl Group to undertake a Pre-Application Consultation process in respect of the above development.

The site area of the proposed development exceeded one hectare, and therefore constituted a major development, whereby the Welsh Government pre-application consultation procedures (PAC) apply (The Town and Country Planning (Development Management Procedure) (Wales) (Amendment) Order 2016 (the Order).

Following a lengthy discussion, members raised concerns that the Bynea ward was being over developed with a lack of community facilities in the area, not only this, there were highway safety concerns in accessing the site and moreover there were empty council houses not being occupied by residents in the locality. Comment was also made that if the development did receive future planning permission then the council would be looking to secure a section 106 agreement for the Bynea ward to improve community facilities, and it was

**RESOLVED** that members' views and observations be forwarded to the planning agents stating that the council was pre-disposed to object to the application should a formal planning application be submitted.

*Cllr. S. M. Caiach left the meeting due to technical difficulties associated with participating remotely.*

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**(2) PLANNING APPLICATIONS  
TOWN AND COUNTRY  
GENERAL DEVELOPMENT PROCEDURE ORDER 1995**

Consideration having been given to planning applications received, it was

**RESOLVED** as follows:-

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00482</b>	Mr R Bowen 82 Maes Delfryn Llanelli	Proposed alteration of approved dwelling to include rear conservatory extension.

Recommendation – no objection.

<b>PL/00516</b>	Mr and Mrs D & L Daniel Ystad Aur Heol Carway Carway	Formation of a vehicular access.
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Recommendation – no objection provided:

1. There was no detrimental impact on highway safety.
2. The new access being deemed essential to serve agricultural need.

<b>PL/00533</b>	Housing Services Carmarthenshire County Council 11 Trallwm Road Llanelli	Off street parking.
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Recommendation – no objection.

<b>PL/00557</b>	Mr R Leaf 100 Denham Avenue Llanelli	The demolition of an existing garage and the construction of a new garden room.
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Recommendation – no objection.

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00588</b>	Mr A Clews Clews Homes Land at the former NRW National Laboratory Service Pen Y Fai Lane Furnace	Reserved matters application for 15 no. dwellings and associated discharge of conditions 4, 5, 6, 7, 8, 9, 10, 11 and 12 pursuant to outline permission (Ref. S/36817).

Recommendation – objection on the following grounds:

1. It was likely the development would have a detrimental impact on highway safety along the length of Pen-Y-Fai Lane given the narrow width of the lane and with it being unsuitable to accommodate an increase in traffic.
2. The lane was unsuitable to carry out highway improvements to alter its width or to improve visibility at its two junction points running north to south.
3. Although the development site was not located on a local flood plain the land and surrounding area suffered from localised flood water running off nearby fields. The construction of homes would exacerbate the situation during periods of heavy rainfall.

<b>PL/00599</b>	Mr A Frost 27 Llandafen Road Llanelli	Demolition of existing rear extension and outbuildings and construction of proposed single storey rear extension.
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Recommendation – no objection.

<b>PL/00603</b>	Mr J Bryant Pen y Cwm Trimsaran Road Llanelli	Two storey rear extension.
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Recommendation – no objection.

<b>PL/00645</b>	Mr J Morgan 43 Glascoed Pwll	Provide tarmac finish to existing gravelled off street parking area. Works for the benefit of a disabled person.
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Recommendation – no objection.

*Cllr. T. Devichand declared a personal interest in the following matter as she knew the applicant being she was the owner of a neighbouring dwelling.*

<b>PL/00647</b>	Mr D & Mr B Davies Land part of 35 Bryn Siriol Llanelli	Detached dwelling house.
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Recommendation – no objection provided:

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1. There was no detrimental impact on highway safety.
2. There was no detrimental impact on the amenity and privacy of the neighbouring dwelling.
3. The recommendations set out in the accompanying coal mining risk assessment report being adhered to in full.

**(3) PLANNING APPLICATIONS DETERMINED UNDER THE CLERK'S DELEGATED POWERS**

Members were informed that the Clerk had dealt with the following planning applications under the scheme of delegated powers and which had been determined following council wide consultation with members.

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
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**The following applications had been determined under the Clerk's delegated powers from 1 October, 2020 to 13 October, 2020.**

<b>PL/00151</b> <b>(13/10/2020)</b>	Mr C Evans Land North of Soar Chapel Llwynhendy	Outline planning permission for housing development consisting of four plots.
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Recommendation – objection. The council was concerned over the access/egress arrangements to the application site along Heol Y Graig and the general unsuitability of the roadway with it being considered detrimental to highway safety.

<b>PL/00192</b>	T Richard Jones (Betws) Ltd Pennant Quarry Herberdeg Road Pontyates Llanelli	Discharge of Condition 40 on S/38652 (Variation of Conditions 1 and 8 on S/19824 (Request extension of time allowed for the extraction of minerals)) Site Location Plan; RAMs Five Roads; Spray Record TRJ Five Roads; Spray Record TRJ Office; Spray Record TRJ Pontarddulais Quarry.
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Recommendation – no objection.

<b>PL/00401</b>	Mrs R Ray 171 Stryd Bennett Llanelli	Rear single storey extension.
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Recommendation – objection on the grounds that the property was located in a flood C2 zone which had no significant flood defence infrastructure.

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00406</b>	Mr A Lewis 21 Penllwynrhodyn Road Llwynhendy	Proposed detached Pilates studio to the rear of the property.
Recommendation – objection on the following grounds:		
<ol style="list-style-type: none"><li>1. The retention of sufficient amenity space for the general enjoyment of the dwelling was likely to be compromised.</li><li>2. There were concerns the development would have a detrimental impact on the residential amenity of neighbouring dwellings.</li><li>3. The on-site car parking provision incorporated into the plans to service the business proposal was considered insufficient and was likely to have a detrimental impact on highway safety and would encourage patrons to park vehicles along the main road.</li><li>4. Despite the inclusion of a vehicle turning area in the set of plans the linear parking arrangement along the side of the property was likely to prevent all of the vehicles to egress the property in forward gear, this was particularly the case for the vehicle space situated furthest from the main entrance. Moreover, if a patron parked a vehicle in this particular parking space but needed to leave the property before the patrons occupying the other car parking spaces needed to leave then the person would be prevented from leaving the site unless the other patrons were able to move their cars to prevent the vehicle from being blocked in. This was likely to lead to additional traffic movements along the drive and along the main road which was considered detrimental to highway safety.</li></ol>		
<b>PL/00426</b>	Mr & Mrs B Ford 129 Sandy Road Llanelli	Demolition of existing ground floor rear extension and side conservatory, enlarging width of rear extension to be capped with a flat roof, enlarging footprint of side conservatory to square off with enlarged rear extension and addition of first floor extension with flat roof over and creating an additional attic bedroom.
Recommendation – objection. The property was located in a flood C2 zone which had no significant flood defence infrastructure.		
<b>PL/00434</b>	Mr E Owen 109 Denham Avenue Llanelli	Demolition of existing garage and proposed two storey side extension.
Recommendation – no objection.		
<b>PL/00436</b>	Mr C Short Cedar Roofs Pleasant View Llanelli	Dormer extension (and two storey extension – permitted development).
Recommendation – no objection.		

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00445</b>	Mr D Borrelli Land between 16 and 18 Glyn Y Swisdir Llanelli	Reserved matters to outline permission S/37500 (Detached dwelling house).
Recommendation – no objection		
<b>PL/00449</b>	Mr E Bartlett 51 Parc Brynmawr Llanelli	Rear single storey flat roof extension.
Recommendation – no objection.		
<b>PL/00460</b>	Beer Park Ltd Unit 11 Dafen Trade Park Dafen Road Llanelli	Change of use of office unit (Class B1) to retail unit (Class A1).
Recommendation – no objection.		
<b>PL/00500</b>	Mr O Kaufnam Plot 16 Parc Pemberton Retail Park Llanelli	Discharge of Conditions 8 (Traffic Management Plan), 11 (Coal mining) and 12 (site investigation) of S/39243.
Recommendation – no objection.		
<b>PL/00507</b>	Mr G Owen 96 Havard Road Llanelli	Construction of garden room.
Recommendation – no objection.		
<b>PL/00536</b>	Mr G Lodwig 44 Pant Bryn Isaf Llanelli	Single storey garage conversion (retrospective).
Recommendation – no objection.		
<b>PL/00554</b>	Mr & Mrs Lowe 101 Denham Avenue Llanelli	Proposed single storey rear extension.

Recommendation – no objection.



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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00573</b>	Parker Plant Hire Ltd Halfway Garage Glyncoed Terrace Llanelli	Discharge Conditions 7 and 8 (Risk assessment for contaminants and site investigation report) on S/39748 (Change of use of former garage and part land to provide ancillary space for adjoining plant hire business).

Recommendation – no objection provided the risk assessment recommendations were complied with.

<b>S/40756</b>	The Playking Former CEM Day Ltd Sandy Road	Change of use to class D2/A3.
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Recommendation – objection on the following grounds:

The council first responded to the proposed change of use following the initial pre-application stage of the planning process back in October 2019 on the grounds that members were pre-disposed to object to the change of use. Regrettably this remained the case despite the fact the council's initial pre-application response also stated the council had no objection to the site being redeveloped, provided that serious weighting was afforded to the likely detrimental impact on the increase in traffic volume and associated movements the change of use would attract, especially when compounded by the large scale housing development proposals that have now commenced in Burry Port at the Gwdig site. The cumulative impact of the change of use when combined with the new housing development in Burry Port was considered detrimental to highway safety and would further compound traffic congestion in the vicinity and to the west of Llanelli Town. The council had hoped that during the secondary pre-application consultation, the highway safety concerns set out in the council's first pre-application response would have been addressed. However and despite the inclusion of a Transport Statement accompanying the second pre-application consultation process, the assertions contained in the statement were not accepted by the council. Moreover no mitigation had been put forward in the formal application submission to help allay the council's highway safety concerns.

The headline points associated with the council's objection were set out as follows:

1. The site was located on a C2 flood zone which had no significant flood defence infrastructure.
2. Sandy Road was one of the busiest highways in Carmarthenshire and the proposed change of use would increase the traffic volume along this road considerably. The change of use would likely have more of an impact after school hours and during the weekends and school holidays with a constant flow of traffic accessing and egressing the site during these times. This would add to the current bumper to bumper traffic congestion already experienced along Sandy Road on a daily basis. This would further pollute the air quality of the residential properties in an area already prone to poor air quality. The former Ford Car Dealership generated traffic but the traffic volume generated by the change of use would be far greater in the council's opinion. Access/egress to the site from the highway would potentially lead to more traffic build up/traffic chaos as vehicles attempted to leave the site crossing traffic heading west to Burry Port particularly when patrons attempted to head in an easterly direction towards the main town of Llanelli. This was compounded by the junction access to the site as this was situated 50 metres west of the Millennium Coastal Park roundabout. The change of use would generate a constant flow of traffic as well as considerable contra-flow traffic during the times of operation.
3. The proposal did not cater for sufficient car parking provision for the likely increased car volume or for catering supply vehicles servicing the site as well as other ancillary support services. It was

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highly likely that patrons would attempt to park in locations alongside the entrance to Coleg Sir Gar, including the bus bay at the front of the college grounds and along the road to the east of the site next to the Stradey Patio Centre. This would create safety and obstruction issues. The current Playking premises in Dafen Industrial estate had an overflow car park to the west of the premises in addition to the main parking area located outside the industrial unit. The overflow car park in Dafen was larger than the proposed overflow car park set out in the plans for Sandy Road. The overflow car park in Dafen was often used at weekends and was quite full given the popular nature of the attraction. It was reasonable to assume this would be replicated at the proposed site on Sandy Road. It was the council's view that the overflow parking would not be sufficient to accommodate the increased visitor numbers to the premises given the extent of the new and additional facilities on offer. The increased visitor numbers was elaborated upon below.

4. An analysis of the proposed business plan during the second pre-application consultation revealed the play centre would cater for Llanelli residents as well as for people living further afield and an aim was to create a destination for the many tourists which visit the area. The old showroom part of the new premises would become a large Costa Coffee shop which would be free to enter. There would be an American Bowling & Pool bar which would be fully licensed to sell alcohol. There would be six full size bowling lanes with glow in the dark UV technology in the first part of the old workshop. This would be a huge attraction for the people of Llanelli and further afield as there was currently no bowling lanes in Llanelli. Behind the bowling lanes would be an arcade area accommodating the latest machines such as driving simulators, air hockey, kiddie rides and basketball games. The indoor play part of the facility would have its own entrance, this paid for part of the facility would have electronic turnstiles and scanners. Outside it was planned to have large play frames for children with slides and swings. There would also be a splash park which would be open on sunny days, the business plan extract went on to state this would be another first for Llanelli and the applicants believed this would be the key to being busy whatever the weather! There would also be two go-kart tracks, one for younger children and one for older children. There was a lot planned for this new facility which was different from the current delivery model in Dafen. The facility's offering in Dafen did not include outdoor pursuits. Moreover, the facilities and attractions proposed for Sandy would appeal to a much wider target audience especially adults because of the intended bowling alley and sale of alcohol offerings. This would have an impact on the number and type of visitors and so the facilities would inevitably drive up numbers; it was also reasonable to assume the opening times for the centre would correlate with the different types of facilities on offer and so the venue would be in constant use throughout the day - in all likelihood this would have a detrimental impact on the number of traffic movements, increasing the flow and volume of traffic during the intended hours of operation. This would add to the current traffic congestion along the A484 in both westerly and easterly directions throughout the day.
5. The reuse of the existing building involved no extensions being added to the current footprint, the proposed physical development was limited to external areas only. This would include the children's play frames, splash park and go-Kart tracks. However, 76 car park spaces were to be provided on site (which comprised 69 standard car park bays and 7 disabled car park bays). The former compound to the west would be used as an overspill car parking area during peak/busy periods – it was assumed this would be predominately weekends during the school term. Despite the considerable number of proposed car parking spaces and given the experience of traffic congestion and vehicle parking issues at the current play centre site in Dafen, it was the council's view the car parking spaces were insufficient.
6. The council strongly disagreed with the opinion asserted in the Transport Statement that there were no reasons, in highway and transportation terms, why the proposed change of use application should not receive consent. This was a particular point of challenge in light of local experience and the council vehemently contested this assertion. The council was very concerned about the number of access points to the site and there being no consideration in the plans to reconfigure the

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access/egress arrangements to help mitigate the impact of the change of use would have on traffic flow and general highway safety.

7. In terms of general traffic congestion in the vicinity, the proposed change of use would escalate the amount of traffic attracted to the site. It is a fact the area was already prone to high levels of daily traffic congestion and this attraction would compound the situation further still. The primary cause of the current congestion mainly stems from the Stradey Park development and the inadequate existing traffic control measures and road infrastructure. Sandy Road needed to be re-engineered to cater for the amount of traffic generated by current and planned development in the vicinity. This was unlikely to happen so the situation would only get worse based on current experience if this application was approved in its current form. Notwithstanding this it could be argued in any event that an additional roundabout would be needed to allow site traffic to exit the property in order to safely head east along the A484 towards Llanelli town centre as otherwise cars would be queuing at the exit junction for long periods while waiting for a break in the westerly traffic flow. If this was not addressed road traffic accidents were very likely to occur as motorists would lose patience waiting for a gap in the traffic in order to leave the site.
8. The final issue to flag up in regard to the application was the potential noise pollution associated with the go-Kart tracks. No information was provided on the type of energy/fuel that would be used to power the go-Karts.

### **13. TRAFFIC CALMING MEASURES (1) HEOL HEN, FIVE ROADS**

Members received correspondence from the Engineering Design Assistant, Highways and Transport Division, Carmarthenshire County Council informing that following the recent publication of the proposed location for road humps on Heol Hen, local residents had raised a concern about drainage issues and the distance between the traffic calming measures. It was therefore proposed to relocate one of the road humps to a point approximately 70m closer towards the school in a south easterly direction. The relocation would alleviate residents' concerns. The road hump would be located outside properties known as Mon Reve and Heddfan, Heol Hen, Five Roads.

**RESOLVED** that the relocation of the road hump traffic calming measure be supported.

### **(2) VARIOUS ROADS, LLWYNHENDY**

*Cllr. S. L. Davies declared a personal interest in the following matter as she was involved in the Llwynhendy Safe Routes in the Community Scheme.*

Correspondence was received from Engineering Design Section, Carmarthenshire County Council informing of the Llwynhendy Safe Routes in the Community Scheme that was to be implemented in this financial year and where it was proposed to construct road humps on various streets in the Llwynhendy area.

The road humps were considered necessary in the interest of road safety to maintain low vehicle speed within residential areas, areas of walked routes to school and in the vicinity of proposed and existing uncontrolled pedestrian crossing points.

**RESOLVED** that the traffic calming measures as illustrated in the accompanying drawings (previously circulated) be supported.

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**14. INDEPENDENT REMUNERATION PANEL FOR WALES  
DRAFT ANNUAL REPORT 2021/22**

Members were circulated with the draft Annual Report 2021/22 received from the Chairman, Independent Remuneration Panel for Wales. In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the Panel's draft annual report included proposals which would take effect for the financial year 2021.

Members' attention was drawn to section 13 of the report wherein it stated the payments to members of community and town councils. Members were informed that the Panel recognised the wide variation in responsibilities and accountabilities in the local council sector. The council was categorised as a 'Band A Council' given its income or expenditure exceeded £200,000. No material changes or uplift to the level of payments had been made to the various determinations set out in the draft report in comparison to this year's payments and members reaffirmed the payment to be made to the Leader of Council, Chairman and Vice Chairman of Council shall be retained at current limits.

During the discussion, members reiterated the point that the council was a larger local community council and they felt its current portfolio of services demonstrated sufficient evidence to recognise the role and responsibility of a councillor serving on the council was significantly more taxing in comparison to other larger local councils.

In view of such, the council should suggest to the Panel that consideration be given to modifying the remuneration framework by including a member allowance to attend formal council and standing committee meetings. It was felt this was a fairer mechanism for recognising the additional commitment made by all 21 of its elected members, extending the framework beyond the five senior roles set out under determination 41 of the draft report, and it was

**RESOLVED** that:

1. The draft Annual Report 2020/21 be noted for budgeting purposes and to await the publication of the final Annual Report expected to be published in February 2021.
2. The clerk corresponds with the Independent Remuneration Panel for Wales in regard to the council's suggestion to modify the remuneration framework.

**15. INTERNAL AUDIT REPORTS (INTERIM UPDATE) 2020/21**

Members considered the Internal Audit Reports (Interim Update) 2020/21 received from the Director, Auditing Solutions Ltd which concluded that the Council continued to have effective systems in place and consequently, there were no significant matters arising at present.

Members thanked the Deputy Clerk and staff for their collective contributions in regard to the council's general financial management arrangements, and it was

**RESOLVED** that the reports be noted.

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**16. FINANCIAL REPORTS**

**RESOLVED** that the committee reports for the Administration Department, Burial Services and Training Department to 30 September, 2020, be noted.

**17. SCHEDULES OF PAYMENTS**

Consideration was given to the schedules of payments for the Administration Department, Burial Services and Training Department for August and September 2020, (copies of which had been previously circulated) which revealed that the expenditure amounted to £97,301.07, £133,205.21; £1,834.99, £1,896.55; £99,693.80 and £114,655.44.

**RESOLVED** that the reports be noted.

**18. FINANCIAL ASSISTANCE**

*Cllr. S. L. Davies declared a personal interest in the following item being a member of the Llwynhendy and Pemberton Forum which also operated a food bank service.*

Consideration was given to an application received for financial assistance from the Food Distribution Project. The Food Distribution Project had indicated that it would like to give residents of the Llanelli Rural area that were struggling financially with Christmas this year, a Christmas food hamper.

Members felt they could not fully consider the merits of the request because it lacked sufficient information but were minded to support it in principle on the basis of further additional information being obtained from the applicant, and it was

**RESOLVED** that the Deputy Clerk corresponds with the applicant seeking the further information.

**19. HMS TRENCHANT**

Members received a letter dated 17 September, 2020, from the Commanding Officer HMS Trenchant and after a brief discussion, it was

**RESOLVED** that the letter be noted and moreover by way of reply, the council acknowledges and supports the decommissioning event ceremony planned for April 2021.

**20. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960**

**RESOLVED** that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings Act, 1960) be exercised.

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**21. TRALLWM PLAY AREA**

Further to Minute No. 317 (10 December, 2019 refers), members were informed three playground proposals had been put out to public consultation for the new play area which would be located at Dylan, near Trallwm playing fields in the Bynea ward.

Community consultation events had been held over the period January to March 2020, displaying the three designs. The contractors had been advised of the budget of £90,779 excluding VAT.

Carmarthenshire County Council would be responsible for engaging with the selected contractor as the play area was going to be installed as part of the new housing development scheme of works. Following the completion of the installation of the play equipment, the council's DLO team would then maintain and undertake inspections of the play area.

The Community Development Officer informed that of the three designs, the most popular design was provided by Sutcliffe Play Limited.

Following a review of the tenders received and having considered the range of equipment and floor plan area associated with each design, it was

**RESOLVED** that:

1. The tender received from Sutcliffe Play Limited, Waggon Lane, Upton, Pontefract, WF9 1JS in the sum of £90,779 excluding VAT be accepted as the preferred design.
2. Carmarthenshire County Council be notified accordingly in order to place an order for the play equipment.

*Cllr. S. M. Caiach re-joined the meeting.*

**22. SWISS VALLEY RESERVOIR - COMMUNITY ADOPTION AGREEMENT**

Further to Minute No. 188 (17 September, 2019 refers), members received the report of the Community Development Officer informing of the proposed community adoption agreement between Dwr Cymru Welsh Water (DCWW) and the council for the maintenance, promotion and enhancement of the surrounding environs at Swiss Valley Reservoir (lower reservoir).

DCWW had approached the council in April 2018 about the proposal and not least because in recent years Carmarthenshire County Council had ended its involvement in the reservoir and complaints had been received from members of the public regarding the general upkeep of the site and the deteriorating maintenance standards around the reservoir.

The footpaths had fallen into a poor state of repair and DCWW held the view that a community adoption agreement with a suitable experienced body such as the council would be an ideal opportunity to provide timely maintenance services for the public areas around the reservoir.

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The community adoption agreement would be the first of its kind in Wales. The agreement would initially cover a period of five years and would take the form of a licence. The agreement allowed for water-based activities to take place on the reservoir together with a financial contribution from DCWW of £150,000.

Discussions had also taken place with Natural Resources Wales (NRW) which resulted in an additional grant of £120,750 made available through Welsh Government's Access to Water fund. The grant award would be put towards the water sports enablement at the reservoir. Total funding secured to date was £270,750 but further funding opportunities were also available and the council had been encouraged to apply for these.

Having considered the business case in support of the five year agreement, members welcomed the opportunity to take on such an exciting and unique project, and it was

**RESOLVED** that the business case, site management plan and funding on offer from DCWW and the Access to Water fund be accepted and that the adoption of the licence agreement between DCWW and the council be approved for engrossment.

**23. GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION ACT 2018 - DOCUMENT MANGEMENT SYSTEM**

Members received the report from the Clerk informing of the research undertaken to source a document management system that was proportionate to meeting the council's legal responsibilities, obligations and general management of work processes in regard to the processing of personal data and the storage and retrieval of workplace information.

A number of controls and work processes had been developed and put in place to assist the council to comply with its legal obligations associated with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the Act).

Both GDPR and the Act lay down rules relating to the protection of persons with regard to the processing of personal data and rules relating to the safeguarding, retention and movement or sharing of personal data. GDPR protected fundamental rights and freedoms of persons and in particular their right to the protection of personal data.

The council held information in a variety of forms in many locations about persons; this covered staff, councillors, learners, suppliers and members of the public. This information was held in bespoke computer databases as well as electronic documents, email communications and attachments and in paper filing systems made up of paper records, including legal documents, reports and letter correspondence.

A document management system would help support council functions and activities by making information easier to find and use. Moreover, it could be used as a means of controlling risk and ensuring compliance - this was the main consideration for the council when researching the different systems available.

A document management system was more than just a software platform for storing and archiving documents. Systems were used for:

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- Document management including authorised access
- Searching for information and documents
- Records management and retention periods
- Digitisation of material with optical character recognition
- Workflows and business process management
- Email management and archiving

There was a multitude of systems on the market and of varying levels of sophistication. Following internet research the choice was narrowed down to cover three software products namely M-Files, Docuware and DokoniFind. The three systems all had their unique selling points and confidence was high in that whatever system was selected it would meet the council's needs. Senior officers had participated in online practical demonstrates for all three products.

Following discussion, of the three quotations received and the procurement options open to the council and the desire to purchase the preferred product outright, it was

**RESOLVED** to accept the lowest quotation received from Konica Minolta, Swansea Office Axis 2, Axis Court, Mallard Way Riverside Park, Swansea, SA7 0AJ in the sum of £22,698.17 for the purchase of the software, professional fees and support/maintenance for a five year term for the DokoniFind 30 users and GDPR Insight Module and a three year term for the Kofax PDF 10 users software.

#### **24. MACHINERY, VEHICLES AND EQUIPMENT DISPOSAL OF ASSETS AND VEHICLE HIRE**

Members considered the report of the Technical and Burial Services Manager informing of the proposal to dispose of the Scag Turf Tiger mower originally purchased by the former Llanelli Joint Burial Authority. The frame was the only component remaining of the mower after various parts had been used to repair other equipment.

The council's 2020/21 machinery and vehicles capital budget allowed for the purchase of new brush cutters (strimmers), hedge cutters and blowers with the opportunity to part exchange the old equipment. Unfortunately, due to the Covid-19 restrictions the part exchange arrangement of the machinery was unable to take place. The supplier offered to honour the part exchange quotes as a purchase at a later date when Covid restrictions had lifted. However, a further offer had also been received for the machinery from another party.

Moreover, Members were informed of the continuing requirement to hire a van for the DLO team to support workplace Covid-19 control measures. The current vehicle on hire was £420 per month. Enquiries had revealed it was more economical to enter into a formal short-term lease hire agreement when compared to a daily casual hire. A short term lease agreement was available for 12 months at a cost of £1,500 deposit and 11 monthly payments of £166.70. Members were informed that to receive the deal it was necessary to use delegated powers because of the current high market demand for the particular vehicle on offer.

Following discussion, it was



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**RESOLVED** that:

1. The frame of the Scag Turf mower be scrapped.
2. The redundant equipment be disposed of by accepting the highest value offer received.
3. The hiring of an additional vehicle from GlobalVans on the terms included in the quotation received over a 12 month short term lease agreement and procured under delegated powers following consultation with the Leader of Council and the Chairman of the Policy and Resources Committee be noted.

**25. FINANCIAL SUMMARY REPORTS**

- (1) SANDY & STRADEY COMMUNITY HALL – 31 AUGUST, 2020**
- (2) SARON COMMUNITY HALL – 31 DECEMBER, 2019**

*Cllrs. S. M. Caiach, M. V. Davies, P. M. Edwards and J. S. Phillips declared a personal interest in item (1) as they were members of the Sandy and Stradey Community Hall Management Committee.*

Members were circulated with statement of accounts received from the above management committees.

**RESOLVED** that the annual grant of £400 for each hall be made to Sandy & Stradey Community Hall for the year ending 31 August, 2020 and to Saron Community Hall for the year ending 31 December, 2019.

**26. COMMUNITY DEVELOPMENT GRANT 2020/21**

Further to Minute No. 489 (29 July, 2020 refers), members considered the Community Development Officer's report in regard to this year's revised Community Development Fund grant programme. It had previously been agreed to amend the community development fund process this year in light of the Covid-19 situation. Furthermore, it had been also agreed that the budget would be used towards funding Christmas trees and lights within the council's administrative area upon requests received from the community, and that the grant application form completion process would only be used in connection with floral display schemes put forward by community groups, associations and voluntary organisations upon request.

**(1) CHRISTMAS TREES AND LIGHTS**

Further to Minute No. 515 (30 September, 2020 refers), it had been agreed to select RNF Property Services as the preferred contractor to provide, install and remove the trees, including the supply of commercial standard lights and security fencing and having considered the community applications received, it was

**RESOLVED** that Christmas trees and lights would be erected in the following locations:

- (i) Bynea Square
- (ii) Dafen Park
- (iii) Felinfoel (opposite the brewery)
- (iv) Sandy Community Hall

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- (v) Ponthenri Park
- (vi) Five Roads Square
- (vii) Llwynhendy Library

## **(2) FLORAL DISPLAYS**

*Cllrs. S. L. Davies, T. Devichand, S. N. Lewis and A. J. Rogers declared a personal and prejudicial interest in regard to item (ii) below as they were members of the Dafen Forum and left the meeting before discussion commenced. Cllrs. S. L. Davies and T. Devichand also declared personal and prejudicial interests in regard to item (iv) as they were members of the Llwynhendy & Pemberton Forum and left the meeting before discussion commenced. Cllr. H. J. Evans declared a personal interest in item (iii) as he was a member of the Felinfoel Executive Committee.*

Members were informed of the grant applications received for floral displays and, it was

**RESOLVED** that the grant applications received from the following be approved subject to the necessary highway permissions and safety checks:

- (i) Bynea District Forum £2,986
- (ii) Dafen Forum £3,000
- (iii) Felinfoel Executive Committee £1,700
- (iv) Llwynhendy & Pemberton Forum £2,973

Arising out of discussion of the above, it was

**FURTHER RESOLVED** that a letter be sent to Hywel Dda Health Charities in respect of its outdoor space improvements application to explain the application was ineligible as it did not meet this year's grant criteria.

## **27. DAFEN PARK**

- (1) CHANGING ROOMS - SHOWER WATER HEATER REPLACEMENT**
- (2) COMMUNITY HALL, CHANGING ROOMS AND BOWLS PAVILION – INSTALLATION OF COLD WATER SUB METERS**

*Cllrs. S. L. Davies, T. Devichand, S. N. Lewis and A. J. Rogers declared personal and prejudicial interests in the following matter as they were all members of the Dafen Welfare Management Committee and left the meeting before discussion commenced.*

Members received the report of the Technical and Burial Services Manager informing of the tenders received for the shower water heater replacement in the changing rooms and the installation of cold water sub meters for Dafen Community Hall, the changing rooms and bowls pavilion.

Five companies were invited to tender based on the schedule of works. For efficiency the tender invite combined the heater replacement and the installation of the water sub meters at the changing rooms, community hall and bowls pavilion.

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The budget set by council for the project was £24,050; the lowest tender for delivering the project was £33,248.81. If the lowest tender was accepted there would be a shortfall of £9,200. The additional budget required to carry out the works could be vired from the budget for Dafen Park to enable the works to be undertaken. This was possible because of the re-alignment of the three selected cost centres set out in the report, namely property maintenance, grounds maintenance and new equipment due to the Covid – 19 pandemic.

Following discussion, it was

**RESOLVED** that:

1. The lowest tender received in the sum of £30,898.81 from Rapidfire Building Services of Gildaudy Bungalows, Coytraheh be accepted;
2. The provision of a gas supply and meter at a cost of £1,850 by Wales and West Utilities be accepted.
3. The engineer support for overseeing the work by Bullock Consulting at a cost of £500 be accepted.
4. The shortfall of £9,200 be vired from the cost codes identified for Dafen Park.
5. Provision shall be made to reinstate the money from the vired budget for Dafen Park in next year's council budget as required.

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The Meeting concluded at 4.15 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 25 November, 2020 adopted by the Council.