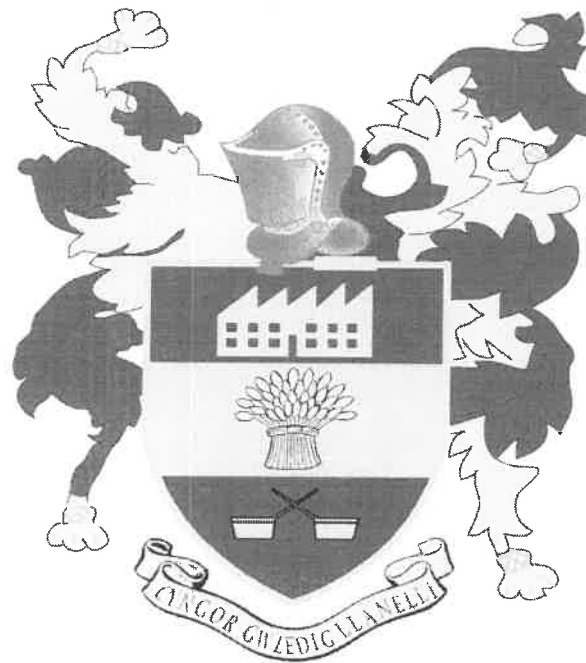


LLANELLI RURAL COUNCIL



MINUTES

LLANELLI RURAL COUNCIL

MINUTES

COUNCIL

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Mark Galbraith
Clerk to the Council

Vauxhall Buildings
Llanelli

12 July, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 97 – 108

At a **COUNCIL** Meeting of the Llanelli Rural Council hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Tuesday, 12 July, 2022 at 6.00 p.m.

Present: Cllr. A. G. Morgan (Chairman)

Cllrs.

S. R. Bowen	R. E. Evans
D. M. Cundy	S. N. Lewis
M. V. Davies	J. S. Phillips
S. L. Davies	W. E. Skinner
A. Evans	A. G. Stephens
E. M. Evans	N. A. Stephens
N. Evans	B. M. Williams
O. Williams	

Together with Mr J. Prosser

Absent: T. M. Donoghue, S. M. T. Ford

97. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. J. P. Hart, S. K. Nurse and A. J. Rogers.

98. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

99. PUBLIC PARTICIPATION

There was no public participation in the proceedings.

100. 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:

12 July, 2022

Council	14 June, 2022
Recreation and Welfare Committee	21 June, 2022
Special Council	29 June, 2022
Planning and Liaison Committee	4 July, 2022

**101. HYWEL DDA UNIVERSITY HEALTH BOARD
RECONFIGURATION OF HOSPITAL SERVICES**

The Chairman welcomed Cllr. Deryk M. Cundy and Mr John Prosser, members of the Llanelli based local pressure group SOSPPAN (Save Our Services at Prince Philip Area Network campaign) to the meeting.

Cllr. Cundy thanked members for the opportunity to present to members a presentation on Hywel Dda University Health Board's (HDUHB) proposals for the reconfiguration of hospital services but particularly A&E Services and the potential impact on Prince Philip Hospital (PPH) and residents living in and around the Llanelli Area.

Cllr. Cundy proceeded to provide some background information about SOSPPAN and a brief history of PPH services and why SOSPPAN was established. For many years the residents of Llanelli had campaigned to safeguard services at PPH. There had been successive changes made to the suite of services at PPH. Reference was made to the judicial review case taken out against HDHUB in 2013 opposing HDHUB's proposals to reconfigure services at PPH. While the action did not succeed in itself, it did have some influence in helping to pave the way for the current front of house service at PPH, namely the Acute Medical Assessment Unit and Minor Injuries Unit.

However, in 2018 HDUHB put forward fresh proposals for a full A&E general hospital at Bronglais and a brand new urgent/planned care hospital somewhere in between St Clears and Narberth, with it providing all A&E services. Under the plans both Withybush Hospital and Glangwili Hospital, Carmarthen would lose their A&E services and would be downgraded to community hospitals whereas Prince Philip Hospital (PPH) would continue to provide a GP and nurse-led minor injuries and illness unit supported by a 24/7 acute medical admissions unit.

The implementation of these proposals would have a detrimental impact on residents living in and around Llanelli. A journey time of 50 plus minutes would be undertaken by some residents and this would have a detrimental impact on patient welfare, care and assistance, if suffering from a traumatic injury or having undergone a traumatic event. The 'Golden Hour' was key to a patient after a traumatic event, a patient would have the best outcome if rapid stabilisation and surgical intervention was made within an hour of sustaining the injury.

Members were reminded that HDUHB had devised three consultation proposals and option B best suited the people of Llanelli, albeit with limitations. However, SOSPPAN was proposing an alternative option which it called option B+ which would have less of an impact on people in and around the Llanelli area.

The option B+ proposal would provide the following:

12 July, 2022

1. PPH as a general hospital (with an Acute Medical Assessment Unit and Minor Injuries Unit (AMAU) and MRI Scanner) at Llanelli connecting to the planned Community Hub with beds at the Wellness Centre in Delta Lakes Llanelli.
2. Direct access to full A&E services at Morrison Hospital by extending the Service Level Agreement that HDUHB already had with Abertawe Bro Morgannwg University Health Board.
4. A Community Hub with beds at Ammanford plus a Minor Injuries Unit (MIU).
5. A Community Hub with beds at Crosshands.
6. Glangwili as a Community Hospital with Midwives and an MIU and an AMAU.
7. PPH to have its own dedicated transport fleet to allow the disadvantaged access to services throughout Hywel Dda.

Following a lengthy discussion about the impact of the reconfiguration proposals and what this would entail for Llanelli residents, members felt it was important to impress upon HDUHB and other health stakeholders, the council's desire to secure for residents the quickest possible access to A&E services at Morrision Hospital, in preference to attending the new planned urgent care hospital to the west of Carmarthen, particularly because of the lengthy journey/transport time to the new hospital and linked to this the lack of a sustainable and regular public transport system for servicing journeys for patients and relatives alike and it was

RESOLVED that the presentation be noted and subsequently invitations be extended to representatives from Hywel Dda University Health Board, the Welsh Ambulance Service NHS Trust and Hywel Dda Community Health Council to attend separate sequenced council meetings to discuss the impact of the reconfiguration proposals on Llanelli residents.

The Chairman thanked Cllr. D. M. Cundy and Mr J. Prosser for the presentation and Mr Prosser left the meeting.

**102. REPRESENTATIVES ON OUTSIDE BODIES
LLANELLI COMMITTEE FOR THE DISABLED**

Further to Minute No. 13, the Clerk informed members that the Llanelli Committee for the Disabled no longer operated and had disbanded. Therefore, the outside body appointment would be withdrawn from the council's list of outside body appointments and year book listing.

RESOLVED that the information be noted.

103. LLANELLI JOINT BURIAL ADVISORY COMMITTEE

Members received the following Minutes of a meeting of the Llanelli Joint Burial Advisory Committee held on 25 January, 2022:

“At the Special Meeting of the Llanelli Joint Burial Advisory Committee hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Tuesday, 25 January 2022 at 4:00 pm.

12 July, 2022

Present: Cllr. H. J. Evans (Chairman)

Cllrs.

D. L. Darkin	P. M. Edwards
T. Devichand	S. J. Griffiths
S. M. Donoghue	J. S. Phillips
J. S. Edmunds	B. A. L. Roberts

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. S. Najmi and Mr. D. G. Jones, Town Clerk.

24. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

25. MINUTES

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

Special Meeting - 3 November 2021

26. 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.

27. SCALE OF FEES

(1) Exclusive Rights of Burial Fees

	£
Conventional grave - 30 year period	732.00
Conventional grave - 50 year period	1462.00
Cremated Remains - 30 year period	198.00
Cremated Remains - 50 year period	395.00
Cremated Remains Vault – 30 year period	1068.00

(2) Cemetery Management Fees

12 July, 2022

The following charges would be levied where purchased
Exclusive Rights of Burial was not applicable:

Cemetery management fee for a conventional grave	303.00
Cemetery management fee for a cremated remains plot	152.00

(3) Interment Charges

Grave - Depth for 2	450.00
Grave - Depth for 3	704.00
Child's Grave	0.00
Interment in existing grave	450.00
Interment of cremated remains	150.00
Interment of cremated remains in Vault	63.00
Interment of cremated remains in Garden Plot	73.00
Weekend Surcharge Interment Grave	407.00
Weekend Surcharge Interment Cremated Remains	54.00

(4) Natural Burial Area

Single Depth Grave with 30 year EROB	1182.00
Reservation Fee (10 Years)	55.00
Marker Post	110.00*
Memorial Tree	110.00*
Single Cremated Remains Plot with 30 year EROB	348.00
Reservation Fee (10 Years)	30.00
Marker Post	66.00*
Scattering	40.00

(5) Scattering Gardens

Scattering in Memorial Gardens	40.00
Garden Wall Memorial Plaque (Square) – 15 Year Lease	133.00*
Garden Wall Memorial Plaque (Square) – 30 Year Lease	210.00*
Garden Wall Memorial Plaque (Oval) – 15 Year Lease	159.00*
Garden Wall Memorial Plaque (Oval) – 30 Year Lease	237.00*
Plaque Space Reservation Fee – 15 Year Period	38.00
Plaque Lease Renewal Fee – 15 Year Period	77.00
Plaque Lease Renewal Fee – 30 Year Period	154.00
Second Inscription Fee	45.00*
Ceramic Photo Plaque – 5 cm x7 cm	67.00*
Ceramic Photo Plaque – 8 cm x10 cm	78.00*
Single Walkway Memorial – 15 Year Lease	352.00*
Single Walkway Memorial – 30 Year Lease	463.00*
Double Walkway Memorial – 15 Year Lease	446.00*
Double Walkway Memorial – 30 Year Lease	556.00*
Leaf Vault with 30 Year Exclusive Right of Burial	1027.00

12 July, 2022

(6) Other Charges

Hire of Chapel (including speaker)	42.00
Testing of Grave	113.00
Exhumation of Ashes	150.00*
Exhumation of Body	(Actual and necessary costs)
New memorial - headstone	132.00
New memorial - kerbset	155.00
Additional names cut on headstones	66.00
Memorials within Garden of Remembrance	90.00
Memorial Bench Permit Fee	155.00
Additional Excavation Fee for Bricked Grave	427.00
Family History Search (per individual name)	10.00
Chapel Memorial Plaque	51.00*
Chapel Memorial Plaque Reservation	20.00
Vault Lease Renewal Fee – 30 Year Period	358.00
All fees marked with * are subject to VAT @ the current prevailing rate of 20%	

RECOMMENDED that the above fees be approved from 1 April 2022.

28. ESTIMATES OF INCOME AND EXPENDITURE

The Secretary presented Members with a detailed report in respect of the Estimates of Income and Expenditure for 2022 / 2023, and after discussion it was

RECOMMENDED that a budget contribution of £100,000 be requested from Llanelli Rural Council for the financial year 2022 / 2023, and that in turn it requests £50,000 from Llanelli Town Council as its contribution towards service costs.

FURTHER RECOMMENDED that the report recommendations regarding the future use of earmarked reserves be accepted, noting that the current total of earmarked reserves stood at £138,881. Furthermore that the recommendation to transfer a sum of at least £57,904 from general reserves to earmarked reserves in support of a new cemetery compound at year end be accepted.

.....”
The meeting concluded at 4.20 pm
.....

RESOLVED that the Minutes and the recommendations contained therein be received and accepted.

104. MATTERS REPORTED

RESOLVED that the schedule of matters reported be noted.

12 July, 2022

105. LETTERS OF APPRECIATION

RESOLVED that the letters of appreciation for the council's assistance received from the following organisations be noted with thanks:

- (1) Llanelli Veterans Association;
- (2) Wales Air Ambulance Charity.

106. 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.

**107. REPRESENTATION ON OUTSIDE BODIES
GOVERNING BODIES – FURNACE PRIMARY SCHOOL**

Further to Minute No. 13, members considered email correspondence from the Chair of Governors, Furnace Primary School seeking a fresh nomination for the position of a Community Governor at Furnace Primary School.

Following discussion, it was

RESOLVED that Cllr. B. M. Williams be nominated to represent the council as a Community Governor for Furnace Primary School.

**108. ESTIMATES OF INCOME AND EXPENDITURE 2022/23
TRAINING DEPARTMENT**

Members were presented with a report on the Estimates of Income and Expenditure for the Training Department for 2022/23.

Members were informed about the purchase of a replacement vehicle under delegated powers, following consultation with the Leader of Council and Chairman of the Finance Committee, at a cost of £18,000. The vehicle was 12 months old and within budget. There was a six month waiting list for brand new vehicles across the market with the demand driving up prices well above the council's original cost estimate. The original plan to acquire a vehicle in 2021/22 had been delayed until the new logistics assessor had taken up post in June 2022. Therefore, the budget for the vehicle had been earmarked from the previous year's budget.

Members were then provided with information on the department's earmarked reserves in the form of a table to support the detailed accompanying financial report. It was further suggested that £5,000 be reallocated from the vehicle earmarked reserves and used to procure 10 new computers to improve efficiency in the digital recruitment process, leaving a vehicle reserve balance of £21,600.

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The Finance Manager then led members through the general budget calculations with supporting commentary about contract values awarded by the prime contractors for 1 April, 2022 to 31 March, 2023. The Apprenticeship programme continued to be funded through the contract with Skills Academy Wales. However, the new youth provision Jobs Growth Wales+ programme had been successfully awarded to ITEC Skills Ltd, for new learners and ACT Ltd for existing learners transferring from the Traineeship programme in March 2022.

Income was also generated through delivering Personal Learning Accounts and Further Education courses funded by NPTC Group of Colleges and also through delivering The Prince's Trust programme.

The anticipated income for 2022/23 was £1,213,441 with the anticipated expenditure of £1,208,312.

Following discussion, it was

RESOLVED that:

1. The detailed financial report be accepted.
2. The procurement of a used vehicle under delegated powers at a cost of £18,000 (exclusive of VAT) from C.E.M. Day Ltd, Beaufort Road, Plasmarl, Swansea, SA6 8HR be noted.
3. The virement proposal of £5,000 from the vehicle earmarked reserve to budget code 925/4913 to purchase 10 new computers be accepted.
4. The Estimates of Income and Expenditure 2022/23 be accepted.

.....

The Meeting concluded at 7.10 p.m.

.....

The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 13 September, 2022 adopted by the Council.

19 July, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 109 – 118

At a Meeting of the **RECREATION AND WELFARE COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Tuesday, 19 July, 2022 at 4.45 p.m.

Present: Cllr. A. J. Rogers (Vice Chairman (in the Chair))

Cllrs.

S. L. Davies	J. P. Hart
A. Evans	S. N. Lewis
E. M. Evans	A. G. Morgan
N. Evans	W. E. Skinner
R. E. Evans	B. M. Williams

109. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. D. M. Cundy (Cllr. N. Evans deputising) T. M. Donoghue and S. K. Nurse (Cllr. S. L. Davies deputising).

110. MEMBERS' DECLARATIONS OF INTEREST

The following members declared an interest in the following matters:

<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
115	S. L. Davies	Personal interest – involved in the project in her capacity as a county councillor and also being a member of Llwynhendy and Pemberton Forum.
117	S. L. Davies	Personal interest – member of Llwynhendy and Pemberton Forum and member of the steering group, Llwynhendy Hub.
113	A. Evans	Personal interest – involved in the grant application process with Ponthenri Park Committee.
115	J. P. Hart	Personal interest – involved in the project in his capacity as a county councillor and also being a member of Llwynhendy and Pemberton Forum.
117	J. P. Hart	Personal interest – member of Llwynhendy and Pemberton Forum and member of the steering group, Llwynhendy Hub.
116(1) & (2)	S. N. Lewis	Personal interest – member, Dafen Welfare Management Committee.

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<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
116(1) & (2)	A. J. Rogers	Personal interest – member, Dafen Welfare Management Committee.

111. COMMUNITY FACILITIES – MAINTENANCE WORKS

RESOLVED that the Facilities Manager’s report on work undertaken be noted.

112. FELINFOEL PLAY AREA – SECURITY FENCING

Cllr. E. M. Evans informed members that due to anti-social behaviour at Felinfoel Recreation Ground, there was a requirement for a three metre climb-proof fence to be erected around the perimeter of the play area to close it off to prevent anti-social gatherings. It was asserted this measure would alleviate issues for the residents of Ynyswen, Felinfoel. Anti-social behaviour was escalating in the recreation ground to a point where residents were encountering near misses with them experiencing stones, bottles and other projectiles being thrown by teenagers over their garden walls at night.

During discussion, the Facilities Manager remarked that he’d obtained a quotation for the provision of a climb-proof fence at a cost of £14,500 following a recent site meeting held at the recreation ground with local members. The fence supplier confirmed it could be procured and installed within about four weeks from order. The Clerk confirmed there was no money available to procure the fence in the current budget but action could be taken if it was felt there was an urgent health and safety reason to safeguard public health. Money could be taken from general reserves in such an instance.

However, notwithstanding whether there was sufficient justification to take action, the Clerk stated the council would still need to obtain competitive quotations from other suppliers to supply and install a fence, to comply with its Financial Regulations. Moreover, because the fence was more than two metres in height it was likely that planning permission would be required. This would need to be checked and if necessary a planning application then submitted to Carmarthenshire County Council. These considerations would add additional time to the process, thereby taking the potential installation of a fence beyond the end of summer.

The Clerk also mentioned that the Technical and General Operations Manager had held initial discussions with a colleague from the Public Rights of Way Unit, Carmarthenshire County Council, about the possibility of locking pedestrian entrance gates at night to prevent access to the public right of way traversing the recreation ground. Initial discussions revealed that in particular circumstances, it was feasible to do this but more information needed to be exchanged with the county council before an official view could be given. The officer dealing with the matter had yet to follow up with a definitive answer on what steps could be taken to enact this measure but nevertheless, this should still be fully investigated. Locking and officially closing the gates at night would be a helpful support measure to combat the anti-social behaviour problem and would provide more powers to the police to challenge and take action if youths were still determined to gather in the recreation ground. Officers would pursue this line of enquiry.

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Local members referred to the other measures being taken by the council at the recreation ground in attempts to stamp out the unruly behaviour, particularly the planned fencing-off of the rear section of the resource centre to stop individuals congregating there unnoticed. Leading on from this observation, reference was also made to previous meetings held with Nia Griffith MP, the police and the former local members for Felinfoel, but this was all to no avail and the local members re-asserted this issue had to be dealt with urgently, and it was

RESOLVED that:

1. It be established if planning permission is required to erect a three metre fence around the perimeter of the play area.
2. Additional quotations be obtained for the procurement of the fence including information on lead-in times on delivery and speed of installation from the point of order date.
3. Money be identified in the current budget to fund the provision of a fence and if necessary utilised from other planned works in the budget, with any potential transfer between budget heads subsequently being re-instated in next year's budget.
4. The matter be acted upon with a degree of urgency with all actions being reported for determination at the next ordinary Recreation and Welfare Committee meeting.

**113. PONTHENRI RECREATION GROUND –
LOCAL PLACES FOR NATURE GRANT**

Cllr. A. Evans declared a personal interest in the item below as he was involved in the grant application process with Ponthenri Park Committee.

Further to Minute No. 77(2), members received the report of the Community Development Officer informing on progress with the application to the Local Places for Nature grant for Ponthenri Recreation Ground.

Members were reminded that the Ponthenri Park Committee was seeking improvements to Ponthenri Recreation Ground. Community consultations about the recreation ground were carried out in 2021 by the committee, revealing a number of suggestions from the public to enhance the visitor experience. Current focus centred on obtaining additional Lottery funds to match fund the council's capital contribution towards the children's play area, amongst other sought after improvements.

Pursuing a project through the Local Places for Nature grant scheme would contribute to the council's duty to promote and enhance local biodiversity, in accordance with Section 6 of the Environment (Wales) Act 2016.

Members were informed that a meeting was held with an officer representative of One Voice Wales at the recreation ground on 27 June, 2022. Part of the officer's role was to support community and town councils in Wales to apply to the Local Places for Nature grant scheme. It was outlined at the meeting that an application from the council would fare better in the submission process rather than through the auspices of the park committee.

The grant application process was in two stages: an initial enquiry was reviewed within days. If applicable an invitation to submit a full application was given. Once submitted, a decision would be made within eight weeks. Meetings were underway with experts in order to put

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together an application that contained items suitable for the existing habitat and local biodiversity.

Following discussion, it was

RESOLVED that the council prepare and submit an application in its name to the Local Places for Nature grant scheme.

114. 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.

**115. DWYFOR GROWING SPACES
MANAGEMENT AND GENERAL USE OF FACILITY**

Cllr. S L. Davies and J. P. Hart declared personal interests in the following item as both were involved with discussions in their capacity as county councillors for the area and also because they were both members of Llwynhendy and Pemberton Forum.

Members considered the report of the Community Development Officer (CDO) informing of the proposed management arrangements and community access to Dwyfor Growing Space.

Moreover and further to Minute No. 318, (10 December, 2019 refers), members were reminded that the council asset transferred the site from Carmarthenshire County Council (CCC) to develop it for community use. The asset transfer was finalised on 30 April, 2021, and included a £25,000 grant to bring the space into operational use. The space was once used for allotments, however, the growing space would not be used as a traditional allotment site. Instead an agreement between the council and the community user groups/individuals would be established. For example, this could be a 12 month rolling agreement as opposed to entering into individual allotment tenancy agreements when allocating growing space to users.

To satisfy one of the conditions of the asset transfer process, architects had been engaged to contract-out elements of the grant work. A summary of completed works together with a list of outstanding work was annotated in the report.

In terms of managing the facility, the following list of issues had been identified for members to determine at a future meeting and prior to the site being opened:

- Should the facility be locked and access controlled? If so, who manages the access?
- Should the facility be provided for general community use or was access only permitted for individuals and groups that have gone through an application process?
- Should fees be charged?
- If fees were charged, who benefits and what happens to the income?

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- Who should be responsible for the energy and water costs, once these had been established at the site?
- What type of insurance cover was needed for this type of activity?

The CDO opined that access to the facility should be carefully considered to ensure the space was not subjected to abuse or vandalism. To this end, the following proposed code of conduct would set out the requirements for legitimate users to observe:

- Authorised access only;
- The front gate must be locked at all times;
- Store and safely secure all communal site-based equipment before leaving the site;
- Site based equipment must never be removed;
- No litter to be left on site. Use bins provided/take litter home;
- No unauthorised vehicles allowed on the site;
- No open fires;
- The growing space shall not be used as a place for conducting trade or business;
- Respect other site users at all times and observe site managerial requests and instructions;
- Keep all user designated areas free of weeds and in good condition.

Furthermore, a suggested management plan explaining the council's approach to using the space was appended to the CDO's report for member consideration.

Prior to determining the matters set out in the report, the Technical and General Operations Manager highlighted a contractual issue/ dispute around the level of insurance indemnity cover required by Carmarthenshire County Council (CCC) in connection with site works covered by the grant. Resolving this to the satisfaction of all parties was proving a challenge and was causing a delay. However, the matter had been assigned to a new CCC representative for attention and it was hoped a compromise could be agreed in order to progress the remainder of the site development work. By way of reply those members of the committee who were also county councillors offered to intervene if necessary to help speed up completion of the works, and it was

RESOLVED that:

1. The report be noted and accepted.
2. The management plan appended to the report be accepted and that officers co-ordinate the initial community access to the site.
3. A further progress report together with recommendations on the general management arrangements and access to the site in readiness for the growing season in 2023 be presented to committee prior to the end of the calendar year.

116. DAFEN PARK

Cllrs. S. N. Lewis and A. J. Rogers declared a personal interest in items (1) and (2) below as they were both members of Dafen Welfare Management Committee.

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(1) ASTROTURF – FACILITIES BOOKING SOFTWARE

Further to Minute no. 80(2), members received the report of the Clerk recommending the procurement of facilities booking management software for the hire of the Astro turf facility at Dafen Park.

The company (Rialtas) supplying the council's accounts software package (Omega) had a bespoke, competitive solution that integrated with the invoicing module in the Omega Sales Ledger.

Officers had received a demonstration of the product and were satisfied its functionality would meet the council's requirements, particularly with it being designed to fully integrate with the council's accounting software. The bookings software was capable of linking with the council's website for the public to view pitch availability and this was desirable to help assist with general management arrangements. The software could be also configured for managing other types of facility bookings and had been developed by a company specialising in providing solutions for the local council sector.

Following discussion, it was

RESOLVED that the quotation received from Rialtas Business Solutions Limited, Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts, SN4 9NB in the sum of £982 plus VAT be accepted. The following start-up costs were provided for in the quotation:

	£
Purchase installation (linked to Omega Sales Ledger)	330.00
Training and set up	350.00
Annual maintenance support (multi 5 user licence)	302.00

(2) DUG-OUT SHELTERS

Correspondence had been received from Dafen AFC requesting permission to install concrete bases to accommodate two dug-out shelters for home and away teams at the football pitch at Dafen.

The costs would be met by the football club. The dug-outs would be secured in position on the bases during the football season and returned to storage during the off season.

RESOLVED that the request be supported.

117. LLWYNHENDY HUB PROJECT

Cllrs. S. L. Davies and J. P. Hart declared personal interests in the following item as both were members of Llwynhendy and Pemberton Forum and also served as members of the steering group, Llwynhendy Hub, which was overseeing the project.

Further to Minute No. 332 (16 December, 2021), members received the Community Development Officer's update report on progress with the project.

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For the benefit of new councillors, the report provided an overview of how the project originated together with the timeline of key milestones and actions to the present date. Planning permission had already been secured as well as in-principle agreement from Carmarthenshire County Council to asset transfer the library building and adjoining field. The report also set out the funding pledges secured from project partners and how grant applications would be submitted to make up the remaining balance of the project estimate. The intention being to make grant applications to the Lottery Community Fund People and Places (LCFPP) and to Welsh Government's Community Facilities Programme (WGCFP). The council would apply to the Lottery fund whereas Pro-vision Llwynhendy would apply for the Welsh Government grant. Pro-vision Llwynhendy was recently created as a Charitable Incorporated Organisation to oversee the day to day management and administration of the Llwynhendy Hub building upon project completion.

Members were informed that a stage 1 application to LCFPP was submitted in early May 2022. It took up to 12 weeks to be informed of a decision. An application was made for £35,000 in development funding in order to meet further professional fees in connection with translating the architectural designs to RIBA stage 4 standard and ready for tender. If successful, the council would be invited to submit a stage 2 (final) application once the tender process had been completed and a final figure had been provided for the works.

The CDO provided a meeting update on this grant application in the form of an email communication received from the Lottery Case Officer which was received after the formulation of the update report and the despatch of the committee agenda. The CDO read out the email to members. Disappointingly it was revealed that the council's grant submission for stage 1 funding to the LCFPP had not been successful.

Lengthy discussion ensued about the consequences of this and the next steps to take. The Clerk set out a suggested sequence of actions and prior to a vote being taken, Cllr. Davies requested the Clerk recorded the names of members who voted on the matter so as to show whether they voted for or against the suggested actions and as annotated in the resolution set out below:

<i>For</i>	<i>Against</i>
S. L. Davies	E. M. Evans
A. Evans	N. Evans
J. P Hart	R. E. Evans
S. N. Lewis	A. J. Rogers
A. G. Morgan	
W. E. Skinner	
B. M. Williams	

And it was ultimately

RESOLVED that:

1. The update report be noted.
2. The email communication received from the Lottery Case Officer be noted with disappointment.
3. Officers meet with representatives of 'Our Llwynhendy' (project partner) to inform them of the unsuccessful outcome of the application to LCFPP for stage 1 funding and to seek further clarification on how they envisaged the project proceeding given 'Our Llwynhendy' had

19 July, 2022

already funded the project feasibility study as well as funding large elements of the preliminary work, alongside the council.

4. Officers be authorised to investigate other grant funding options in the interim.

5. The matter be referred back to the committee for further consideration once points 3 and 4 above had been fully discharged.

**118. FINANCIAL SUMMARY REPORT
SWISS VALLEY COMMUNITY HALL – 31 MAY, 2022**

Members were circulated with the Statement of Accounts received from the above management committee.

RESOLVED that the annual grant of £400 be made to Swiss Valley Community Hall for the year ending 31 May, 2022.

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The Meeting concluded at 6.43 p.m.

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20 July, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 119 – 126

At a Meeting of the **POLICY AND RESOURCES COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 20 July, 2022, at 4.45 p.m.

Present: Cllr. R. E. Evans (Chairman)

Cllrs.

S. R. Bowen	J. P. Hart
D. M. Cundy	S. N. Lewis
S. L. Davies	A. G. Morgan
A. Evans	J. S. Phillips
N. Evans	B. M. Williams

Absent: S. M. T. Ford

119. APOLOGIES FOR ABSENCE

No apologies for absence were received.

120. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

121. PAPERLESS AGENDAS

Cllr. A. Evans enquired if the council could automatically conduct business electronically whereby the default position was for all members to receive electronic copies of agendas and associated background papers going forward and that members notify the clerk in writing if they wished to receive such documentation in hardcopy. The Clerk commented this would fully accord with the provisions of the Local Government and Elections (Wales) Act 2021, specifically Schedule 4 (introduced by sections 47 and 49 of the Act), paragraph 19 (6) (2C) which stated that *"if a member of a community council gives notice in writing to the proper officer of the council that summonses to attend meetings of the council should be sent to the member at an address specified in the notice rather than electronically, such summonses must be sent to that member by being left at, or sent by post, to that address."*

The discussion then extended to all councillors having individual designated council email addresses and moreover, whether they should also be provided with IT equipment such as a tablet to access the email accounts and to serve as a mechanism for participating in council and committee meetings. In view of this, Cllr. Evans felt his proposal could be held in

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abeyance for the time being on the assumption that all matters could be enacted relatively quickly and possibly at the same time.

Following discussion, it was

RESOLVED that in supporting the request to conduct business electronically, the additional items highlighted during discussion also be investigated with the council's IT support provider with the findings and costs being reported to a future committee meeting for further consideration with the intention of making provision for the items in the council's estimates of income and expenditure.

122. SERVICE PLANS 2022/23

Members considered the council's service plans for 2022/23 which set key objectives for the following service groups:-

- Administrative Services;
- Community Services;
- Recreation and Leisure Services; and
- Training Services.

Following discussion of the multitude of key tasks identified in the service plans it was

RESOLVED that the service plans be accepted.

**123. THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021:
STATUTORY GUIDANCE FOR COMMUNITY AND TOWN
COUNCILS**

Further to Minute No. 192 (15 September, 2021 refers), members received the statutory guidance document from the Minister for Finance and Local Government, Welsh Government.

The Local Government and Elections (Wales) Act 2021 (the Act) provided for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affected the community and town council sector and the key changes were explained in the guidance along with supporting remarks from the Clerk, highlighting where appropriate, the council's compliance with the new governance responsibilities and duties brought about by the Act.

The Act gave qualifying local authorities, including eligible community councils, a general power of competence. The guidance supported community and town councils to consider the requirements they would need to meet should they wish to become eligible community councils.

The guidance provided information to help all councils discharge their new duties in relation to the following requirements:

20 July, 2022

- Access meetings from multiple locations;
- Provide opportunity for public participation at public council meetings;
- Prepare and publish an annual report;
- Prepare and publish a training plan to support training for councillors and council staff;
- Other provisions which impact on community and town councils.

Following discussion, it was

RESOLVED that the information and the steps already taken by the council to comply with the Act and the statutory guidance be noted.

124. **THE FINANCE AND GOVERNANCE TOOLKIT FOR COMMUNITY AND TOWN COUNCILS**

Members considered correspondence from the Minister for Finance and Local Government, Welsh Government about the publication of The Finance & Governance Toolkit for Community and Town Councils along with a document bundle which included a joint letter from the Chief Executives of One Voice Wales and the Society of Local Council Clerks together with a copy of the toolkit and accompanying supporting papers.

Jointly developed by One Voice Wales, the Society of Local Clerks and the Welsh Government, supported by commentary from Audit Wales, the toolkit had been designed to support all councils to meet their statutory responsibilities, have strong financial management and governance and to deliver the best outcomes for their communities.

The toolkit comprised two parts with a set of common themes:

- Part 1 -The Health Check
- Part 2 -The Self-assessment

The Clerk guided members through the document bundle. During discussion it was suggested that a working group should be created to work through the toolkit with the Clerk, with the findings then being periodically reported to future council meetings for consideration. Moreover, the working group shall be made up of eight councillors drawn from serving members of the Policy and Resources Committee. The intention being to complete all aspects of the toolkit within a defined period of 30 months, if not sooner. This time frame was geared more towards completing the six themes set out under Part 2 – the self-assessment. These would take more time to work through as the questions were designed to help the council understand and reflect on how it was currently operating and where there was a need or opportunity to strengthen a particular area of work, and it was

RESOLVED that:

1. The Finance & Governance Toolkit for Community and Town Councils be received and adopted for completion.
2. Cllrs. A. G. Morgan (Chairman of Council) S. N. Lewis (Leader of Council), S. R. Bowen, A. Evans, N. Evans, J. P. Hart, J. S. Phillips and B. M. Williams be appointed to serve on the working group, which shall be known as “The Finance and Governance Working Group”.
3. Future member appointments to serve on the working group shall be determined at the same time as other similar appointments at the council’s annual meeting.

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4. The findings from the working group shall be periodically reported to future council meetings for consideration and once agreed, the council's response and actions in response to each theme shall be published on the council website.

125. 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.

**126. STAFFING MATTERS
(1) BUILDING CAPACITY**

Members considered the Clerk's discussion paper informing of how the council could build internal capacity with its staff resources to help ensure the council operated on a more sustainable footing going forward.

Following discussion, it was

RESOLVED that:

- 1. The discussion paper findings be noted.
- 2. The Clerk be authorised to prepare a further committee report for consideration, which identified new staffing proposals to improve capacity and the related budget costs.

Cllr. S. L. Davies left the meeting.

(2) STAFFING REPORT

Members considered the report of the Technical and General Operations Manager informing of staffing matters.

RESOLVED that the report referenced 07:2022 be accepted.

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The meeting concluded at 6.42 p.m.

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The fore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 13 September, 2022, adopted by the Council.

25 July, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 127 – 133

At a Meeting of the **PLANNING AND LIAISON COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli and via remote attendance on Monday, 25 July, 2022, at 4.45 p.m.

Present: Cllr. A. J. Rogers (Chairman)

Cllrs.

S. L. Davies	A. G. Morgan
E. M. Evans	J. S. Phillips
S. M. T. Ford	A. G. Stephens
S. N. Lewis	N. A. Stephens
O. Williams	

Absent: M. V. Davies

127. APOLOGIES FOR ABSENCE

No apologies for absence were received.

128. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

129. PLANNING APPLICATIONS

Consideration having been given to planning applications received, it was

RESOLVED as follows:-

25 July, 2022

Application No.	Location	Development
PL/04256	Mr A Jones Land to the rear of 45-53 Pemberton Road Llanelli	The construction of two sets of four semi detached two bedroom dwellings with associated external works, retaining walls and drainage.

Recommendation – objection on the following grounds

1. There was concern that the drainage generated from the development would increase the hydraulic load on the public sewer.
2. General access/egress to and from the site appeared to be detrimental to highway safety particularly the inadequate carriage width of the lane and the poor visibility at the junction of the lane and the main road.
3. There was concern the development would have a detrimental impact on the amenity and privacy of the residents residing at 43 and 45 Pemberton Road.

PL/04260	Mr & Mrs Holland 88 Clos Cilsaig Dafen	Proposed rear single storey conservatory extension.
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Recommendation – no objection.

PL/04305	Mr A Dragone Zodiac Milpro Dafen Road Dafen	Change of use of premises from D2 Assembly and Leisure – personal training to industrial and warehousing unit (class B1, B2, B8). Unit was previously under use class B1, B2 and B8.
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Recommendation – no objection.

PL/04307	Mrs V Richards- Williams 52 Cwmfelin Road Bynea	Removal of condition on S/32937 (extension on plans (time limit)). Proposed two storey rear extension and attic conversion.
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Recommendation – no objection.

PL/04319	Mr S Richards 1 Gwendraeth View Heol Llanelli Pontyates	Single storey front porch extension.
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Recommendation – no objection.

25 July, 2022

Application No.	Location	Development
PL/04324	Mr C Davies 10 Yspitty Road Bynea	Proposed first floor rear extension.
Recommendation – no objection.		
PL/04341	D Blake 36 Dan y Lan Llanelli	Proposed single storey side extension (amendment of planning permission PL/02246).
Recommendation – no objection.		
PL/04359	Mr & Mrs R & E Griffiths 45 Heol Nant Swiss Valley	Proposed single storey side extension.
Recommendation – no objection.		
PL/04373	Mr R Williams 11 Saron Road Bynea Llanelli	To knock down an existing derelict outbuilding and replace it with a self- contained annexe comprising of bathroom, kitchen area and sleeping area (further down the line). Building will be built using timber frame, fibre cement wood- effect cladding and will require electricity, running water (already at site) and sewage disposal. Will include a tiled, sloped roof with Velux windows, French doors on one side and a window and main entrance door on the front. Small frosted window on the other (bathroom) side for ventilation. Will be situated roughly 17.5 metres from the house, totally within the boundaries of the property. The derelict building in place at the moment is breeze block and plastic sheets and is already half-demolished.

Recommendation – no objection provided:

1. It was used solely either by an independent relative or an individual with a reliance on the household and was complementary to the main dwelling.
2. There was no detrimental impact on the amenity and privacy of neighbouring dwellings.

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130. 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.

Application No.	Location	Development
PL/04178	Carmarthenshire County Council Bryngwyn Comprehensive School Dafen Road Dafen	Extension, refurbishments and associated infrastructure works.

Recommendation – no objection.

PL/04183	Carmarthenshire County Council Bryngwyn Comprehensive School Dafen Road Dafen	Additional hardstanding and reconfiguration of existing coach parking arrangement, new pedestrian access and associated works.
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Recommendation – no objection.

PL/04278	Mr Poolman 1 The Dell Llanelli	First floor extension to existing garage.
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Recommendation – no objection.

131. REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN (LDP) 2018-2033

Members received correspondence from Carmarthenshire County Council providing an update on the revised Carmarthenshire Local Development Plan (LDP) 2018-2033. A revised LDP timetable would be produced and a second Revised Deposit LDP was currently being prepared with anticipated consultation in December 2022/January 2023. Until the Revised LDP was adopted, the 2006-2021 LDP would remain in place for all planning decisions, in line with advice issued by the Welsh Government.

RESOLVED that the information be noted.

25 July, 2022

132. THE COUNTY OF CARMARTHENSHIRE (SWISS VALLEY, LLANELLI) (IMPOSITION OF ROAD HUMPS) ORDER 2022

Further to Minute No. 95, members received correspondence from Carmarthenshire County Council about a public notice in regard to the construction of a flat top raised plateau in support of the Safer Routes in the Community Scheme at Penybryn (directly outside property No. 3) and at Heol Nant (near the community hall), Swiss Valley.

Following discussion it was

RESOLVED that the Road Traffic Order be supported in the interests of highway safety.

133. PLANNING FRAMEWORK SEMINARS

Correspondence was received from Carmarthenshire County Council informing of proposed seminars for community councillors to help explain the planning framework. As there were 72 community and town councils in Carmarthenshire it was proposed that a number of online seminars would be scheduled for August, September and October, 2022.

Following discussion it was

RESOLVED that enquiries be made for all committee members to attend at one of the planned online seminars. September and October 2022 being the preferred months.

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The Meeting concluded at 4.54 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 13 September, 2022, adopted by the Council.

28 July, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 134 – 140

At a Meeting of the **LEARNING AND DEVELOPMENT CONSULTATIVE COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli and via remote attendance on Thursday, 28 July, 2022 at 4.45 p.m.

Present: Cllr. N. A. Stephens (Vice-Chairman (in the Chair))

Cllrs.

D. M. Cundy	S. N. Lewis
A. Evans	A. G. Morgan
E. M. Evans	J. S. Phillips
O. Williams	

Absent: T. M. Donoghue

134. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. N. Evans (Cllr. E. M. Evans deputising) and B. M. Williams (Cllr. D. M. Cundy deputising).

135. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

136. SKILLS ACADEMY WALES – APPRENTICESHIP PROGRAMME COMMISSION 2022/23

Members received the contract details for 2022/23 from the Training Manager outlining the conditions set by the Welsh Government. The Training Manager referred to Welsh Government's five key objectives for the programme commenting how the Training Department was meeting and delivering these and felt that the future for the Apprenticeship Programme looked positive. Skills Academy Wales had retained its funding allocation and subsequently, the Training Department's contract allocation had been secured.

Following discussion it was

RESOLVED that the contract details for 2022/23 be noted.

28 July, 2022

137. LOGISTICS APPRENTICESHIP DELIVERY

The Logistics Team updated members on the Logistics Apprenticeship Delivery. There were 120 apprentices on programme, mainly from the south Wales area, the majority of the apprenticeships were generated from employer referrals. Recent changes to UK driving licence requirements now enabled applicants to progress immediately on to articulated vehicle courses, whereas previously applicants had to drive rigid body vehicles before progressing to articulated vehicles. Comment was made about the added value provided by the team to learners.

Following discussion, the Logistics Team was thanked for the work achieved thus far and it was

RESOLVED the update be noted.

138. ADMINISTRATION HIGHER LEVEL APPRENTICE TESTIMONY

Members received an update from the Senior Assessor with regards to correspondence received from an apprentice strongly recommending the apprenticeship scheme which the individual had undertaken bilingually. As a result the person had become an ambassador for the apprenticeship programme and the National Training Federation Wales (NFTW) was arranging a publicity video with the individual at the Carmarthen office training base to promote the programme. The Senior Assessor also updated members on the Business Administration programme with changes meaning that there was more flexibility to take on apprentices from 16-25 years of age also those who had been or were in employment.

Following discussion, the Senior Assessor and her team were thanked for the work achieved thus far and it was

RESOLVED the information be noted.

139. JOBS GROWTH WALES + PROMOTIONAL LITERATURE

Members were advised of the latest Welsh Government's marketing campaign for JGW+ by the Training Manager who explained that the new programme had been well received with a positive marketing campaign.

Following discussion, it was

RESOLVED the information be noted.

140. JGW+ TRAINING PROGRAMME

JGW+ Programme Leader gave a presentation on the training being delivered. Under a new government pilot scheme the Training Department could self-refer learners onto the programme which reflected in the 100% positive progression rate with support given to the learner at every stage of their progression.

28 July, 2022

Currently there were 26 new learners and 37 displaced learners from the former programme undertaking training. Reference was made to the two primary contractors ITEC and ACT and the positive relationship that was being nurtured with them by the Training Department. The Programme Leader also referred to the three strands covered under the new programme, namely the Engagement Strand; the Advancement Strand and the Employment Strand (which was a new programme development) and concluded the presentation with reference to community projects completed by learners and learner testimonials received and marketed by the department. Social media channels such as Tik Tok were being utilised to reach out to young people.

Following discussion, the Programme Leader and her team were thanked for the work achieved thus far and it was

RESOLVED the presentation be accepted.

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The Meeting concluded at 5.18 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 13 September, 2022 adopted by the Council.

15 August, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 141 – 145

At a Meeting of the **PLANNING AND LIAISON COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli and via remote attendance on Monday, 15 August, 2022, at 4.45 p.m.

Present: Cllr. E. M. Evans (Vice Chairman (in the Chair))

Cllrs.

M. V. Davies J. S. Phillips
S. N. Lewis A. N. Stephens
A. G. Morgan A. G. Stephens
O. Williams

Absent: S. L. Davies, S. M. T. Ford.

141. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. A. J. Rogers.

142. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

143. PLANNING APPLICATIONS

Consideration having been given to planning applications received, it was

RESOLVED as follows:-

15 August, 2022

Application No.	Location	Development
PL/04244	Mr J Jones Carmarthenshire County Council Land adjacent to 91 Maes yr Haf Pwll Llanelli	Outline consent with all matters reserved for six new houses and two new bungalows.
Recommendation – no objection.		
PL/04412	Mr J Lawrence Brynbedw 57 Rehoboth Road Five Roads Llanelli	Insertion of a drop kerb to facilitate the creation of an off road parking facility to the front of 57 Rehoboth Road.
Recommendation – no objection.		
PL/04413	Carmarthenshire County Council Ysgol Gyfun Y Strade Sandy Road Llanelli	Installation of a temporary portakabin building to be used as classroom accommodation for a period of 104 weeks.
Recommendation – no objection.		
PL/04441	Mr L Millon 42 Bryngwyn Road Dafen Llanelli	Single storey rear extension with roof room.
Recommendation – no objection.		

144. REVOCATION OF EXISTING DISABLED PARKING BAY

Members received correspondence from Carmarthenshire County Council on the proposed revocation of a disabled parking bay outside 27 Bryngwyn Road, Llanelli which was due to changes in parking circumstances.

Following discussion it was

RESOLVED that no objection be made to the proposal.

15 August, 2022

**145. NEW DEVELOPMENT WITH STREET NAMING AND NUMBERING
FFOS LAS, CARWAY, KIDWELLY**

Correspondence was received from Carmarthenshire County Council requesting suggestions for three new street names for a new development at Land at Ffos Las, Carway, Kidwelly.

During discussion it was commented that most if not all of the new development lay outside the settlement limits of the council's administrative boundary and in view of such it was

RESOLVED that the request be noted.

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The Meeting concluded at 4.52 p.m.

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