

## Cilymaenllwyd Community Council

### Minutes of the meeting held on Tuesday evening, 26th September 2023 at Caffi Beca at 7.30pm

**Present:** Tudur Lewis (Chair), Russell Davies, Anthony Jenner, Anthony Eynon, Julian Williams, Ffion John, Cll Dorian Phillips, Janice Morgan (Clerk)

1. **Apologies:** Dennis Jones, Rebecca Jaimangl-Jones, Michael Fussell

2. **Declarations of interest:** AE re section 5

3. **Minutes of last meeting 25/07/23:**

- The minutes of the Community Council meeting held on 25th July 2023 were accepted as an accurate record, proposed by AJ and seconded by JW.

#### **Matters arising from the minutes:**

- Biodiversity report/action plan: to be drafted by the next meeting  
**Action: JM to draft a report/action plan for Section 6 Biodiversity by the next meeting**
- Website update: <https://www.cilymaenllwydcc.org.uk>
  - The website is now ready and JM has sent the link to everyone to have a look.
  - Jamie King has submitted an invoice for the balance, which is £300. £410 was paid as a deposit, therefore a total of £710 for website development.
  - The Council agreed to accept Jamie King's offer to trial the website management plan for 3 months (from 1st October - 31st December) free of charge. This will involve JK uploading documents to the website and updating any information. It was also agreed to continue with the 3 month management plan from January to March at a cost of £150. During this period JM will monitor the amount of work involved in updating the website before deciding further.
  - The Council discussed ways of launching the new website:  
**Action: JM to inform Carmarthenshire County Council so that our website address is publicised on their website; post a launch poster and a link to the website on our Facebook page; posters to be displayed in Glandy Cross Shop, Ysgol Beca, Canolfan Ffynnonwen and an add in the Cardi Bach**
- Footpaths Grant Project Sub-group: a sub-group has been formed and has met twice (see section 4 for a full update)
- Volunteer training guidelines: Cllr DP has sent the link to the document but failed to open  
**Action: JM to ask Jason Lawday for a copy of the volunteer training guidelines**
- Revised Standing Orders: JM sent a copy of the new Standing Orders which were produced by One Voice Wales for all to read. It was agreed to adopt these Standing Orders. These will be uploaded onto the website now.
- Remuneration: it was confirmed that all Councillors had received the financial allowance who were on the Council in 2022/23 and JM had sent the annual declaration to the Independent Panel for Wales on Remuneration in accordance with the requirements. This declaration will also need to be included on the website. Remuneration for 23/24 will be discussed and agreed in January so that these payments are included in the same financial year.
- Rebecca Riots Memorial – RD has spoken to James Morris about a small section of land for visiting vehicles to pull in, opposite the memorial site but has not had an answer to date.

- Planning:
  - Llwynceirios Planning Application (PL/06080): a response was submitted expressing concern that the planning process had not been followed correctly. Cllr DP stated that the original application had not been turned down in the first place.
  - Section 106:
    - **Action: JM to send a letter to the Bureau Department enquiring about how much S106 money is available for Cilymaenllwyd and what is the process of applying for S106 for the benefit of the community. S106 could go towards the Twm Carnabwth Sculpture Fund**
- 20 and 30 mph speed limits: a response to Carmarthen County Council's proposals was sent by 28th July. The speed limits have been in force since 17th September. The 20 mph sign near Pantycaws and at the top of Llanglydwen have been sprayed with black ink. The signs near the school and in Ffynnonwen have not been put in place yet. There is a 30 mph sign near the petrol station.
- Dog fouling: Cllr DP said it was important to report any problems directly to the County Council
- Fly tipping:
  - **Action: Cllr DP to ask the County Council for a fly tipping sign for Ynys Fach car park**
- Road repairs: Cllr DP has followed up the condition of the roads in the Efailwen area. They will be done soon.

#### 4. Footpath Restoration Project Update

- JM gave an update on the grant project:
  - The Sustainable Communities grant contract was received and signed by TL as the current Chair and JM as the Clerk and was returned by the required date.
  - A subgroup has been formed and has met twice. The first meeting was on 14th August and the second meeting 11th September - online. The next meeting is on 16th October.
  - Membership of the subgroup includes: Cllr DP, AJ, RJJ, JM, Julie Sweet, Jason Lawday and a representative from Ramblers Cymru will be joining at the next meeting on 16th October.
  - Minutes are kept and have been circulated to all
  - Terms of Reference have been drafted and distributed for approval. These were agreed by all.
  - Meetings are going well and it has been agreed that Jason Lawday will discuss and agree with the landowners about any diversion work that needs to be done. Jason Lawday is also working well with the contractor, Julian Summers and Julian has made a very good start.
  - Letters were sent to all landowners within the project area, asking them to get in touch if they have any concerns or objections - Hartts Longford; Marchgwyn Isaf, Marchgwyn Uchaf, Manorgwyn, Pantoyroddyn, Pumsaint Cottage, Rhydymerydd and Llandre Uchaf. One landowner has phoned, one has sent a text message and two have stated that they are happy for the project to proceed; the others have not made contact with JM. Although we have written to all landowners, we do need to seek written consent from them.
  - The following work has been undertaken to date: the contractor commenced clearing work of the footpaths on 21.8.23 - 4/16/3 - down in the south region, above the Landsker Borderlands Trail. A distance of approximately 450 meters had been cleared up to 30.8.23 on footpath 4/16/3. The clearing work on footpath 4/15/1 has also been done. Julie Sweet has taken many pictures, before and after the clearing

and a few videos which are good evidence to accompany the progress report she has also provided.

- JM had a meeting with Jayne Pritchard, the Project Coordinator, last week. The possibility of an advance payment agreement was discussed, however, the expectation is to submit a monthly claim on expenditure together with a progress report. If everything is in order, we should receive a refund between 7 and 20 days after submitting each claim.
- The contractor has submitted his first invoice for clearing footpath 4/16/3 - £4,800 and footpath 4/14/2 - £960; a total of £5,760. Everyone agreed to pay the contractor for this amount.
- The first claim will need to be submitted before the end of this week.
- Branding – when sending out any correspondence or publicity relating to this project, the grant must be acknowledged and the correct logo and wording must be used. JM has received detailed information about the branding requirements.
- Julie Sweet undertakes guided tours of the public footpaths in the Login area if anyone is interested in joining. This activity is part of engaging with the community which is one of the requirements of the grant.
- Heidi Lester, Carmarthenshire Council's Funding Officer has requested a logo and website for Cilymaenllwyd Community Council. The website is now ready so JM will send details of the website to HL as soon as possible. It was agreed to ask Ysgol Beca to see if the children are interested in designing a logo and having some kind of competition – awaiting a response.
- JM will write an update on the public footpaths restoration project to include on the website, together with pictures.
  
- Other points raised in discussions re the grant project:
  - It was reported that the landowner CH had expressed concern regarding the route from Penrallt to Pantyrodyn, that the route was higher up than the old route.  
**Action: Cllr DP to contact Jason Lawday regarding CH's concern and ask JL and the contractor to speak to CH**
  - The Council was of the opinion that more information about the possible diversions was needed  
**Action: JM to ensure that the diversions are discussed and confirmed with JL at the next sub group meeting**
  - It was suggested that Councillors should inspect the clearing work periodically as the Council is responsible for this grant project.

## 5. Correspondence

- Ffynnonwen Social Center defibrillator: the defibrillator has been installed and registered. An email was received from the Secretary of the Center requesting a contribution towards the cost of installing the heating cabinet which was £524.40 and £109 for the electrician to install it, a total cost of £633.40. A declaration of interest was made by AE therefore did not take part in the discussions. AJ proposed that the Council make a full contribution as it is a social center for the community and this was seconded by RD.

## 6. Finance Update and Signing Cheques

- JM confirmed that Audit Wales is conducting a full audit of our accounts this year and all the documents were required by 7th August. That was done by this date by uploading the documents onto a secure portal and confirmation was received that the uploading of files had been successful.
- Finance report:

- Balance at end of July: £9,795.45
- During the end of July, August and September payments made totalled £2,528.53: Remuneration payments (£854), Ffynnonwen Center (£700), Twm Carnabwth Sculpture Fund (£500), Internal Auditor (£72), the Meini Gŵyr sign clips (£27.83) and the Clerk's salary for the first 3 months (£349.70) – leaving £7,266.92. The second precept was received at the end of August of £2,666.67, leaving a total of £9,933.59
- Cheques to be signed:
  - Contractor Julian Summers: £5,760
  - Caffi Beca room hire: £25
  - One Voice Wales for training: £76.00
  - Jamie King's invoice for the website: £300
  - Clerk's salary for the second quarter (July - September): £349.70
  - Ffynnonwen Social Centre: £633.40
  - Total = £7,144.10, leaving £2,789.49. £5,760 is being claimed back from the grant which will leave: £8,549.49
- JM asked if Councillors would agree to confirming their consent to pay the contractor's invoices via e-mail as Council meetings take place once every two months. This arrangement was agreed.

## 7. Planning

- The following planning applications were noted:
  - PL/06032 - Extension/link to front of property - Brynawel, Hebron, Hendygywyn, SA34 0XU. (Consultation: 05/09/23 - 26/09/23)
  - Planning application relating to Garnwen quarry

## 8. Training Plan

- It was confirmed that the following had recently attended One Voice Wales training:
  - JM attended the Health and Safety module in August
  - RJJ attended the Community Engagement module in August
- September and October training dates have been sent to everyone
- The Learning and Development Plan form was discussed and it was agreed that the best way forward would be to draw up a training plan setting a target that 50% of Councillors would engage in a training session this year and the other 50% next year  
**Action: JM to draw up a training plan including targets and timetable, to be discussed at the next meeting**

## 9. County Councillor's Update

- Cutting hedges – many have complained about the quality of the work of cutting the top of hedges; very poor in places and many hedges have not been done
- Y Cardi Bach – an engineering survey has recently been carried out from Lanfyrnach to Crymych
- A significant amount of rubbish was reported at a house up for auction in Glandy Cross  
**Action: Everyone to keep an eye on the situation and keep Cllr DP updated**
- Broadband – Voneus has already installed boxes but no further development since

## 10. Health, Safety and Welfare

- The Health and Safety Policy was approved.
- It will be necessary to carry out a risk assessment of the Community Council's activity before renewing the insurance this year

**Action: JM to draft the risk assessment documentation for the next meeting**

- Walkers who have been on the guided walks with Julie Sweet have expressed how lovely the footpaths are in the Login area
- Christmas dinner was discussed, VW to be invited to thank him for his work as a Councillor over several decades

**Action: JM to organise a Christmas dinner at Caffi Beca**

**11. Any Other Business**

- Section of the road in Pantycaws will be temporarily closed as Dŵr Cymru will be carrying out repairs to a pipe from Thursday 28th September 2023 for 3 days.
- AJ stated that the old Community Council records which have been discovered in the attic of the old house in Rhosnewydd will be handed over when it is safe to do so
- JM said that the policies that were drawn up earlier in the year ie. The Welsh Language Policy, Environmental Policy, Equality and Diversity Policy and also the Health and Safety Policy, will be uploaded onto the website in the coming weeks. More policies need to be drafted e.g. Data Protection

**12. Date of Next Meeting**

- Tuesday 28th November 2023 at 7.30pm at Caffi Beca.

The meeting was closed by the Chair at 9.30pm

Signed RA Jenner

Chair: RA Jenner.....

Date: 28-Nov-2023.....

SeFYll Mewn