

CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL

Minutes of an online meeting of the Gorslas Community Council

held on Monday, 8th February, 2021, at 19.00 hrs.

119.0 Agenda Item 1: Record of those Present/Apologies

- Members: Iestyn Llwyd (Chair), Andrew King (Vice Chair), Terry Jones, Anthony Rees, Nia Lewis, Wyn Edwards, Clive Green, Aled Vaughan Owen, Janice Price, Nick Beckett and Linda Williams.
- Others: Llew Thomas, Clerk to the Council and Hefin Jones (Translator).
- Apologies for absence: Cllr. Brian Kirby. Tina Butler, Darren Price and Simon Martin

119.1 General.

- The Chair welcomed everyone to the meeting which was declared open at 19:00hrs.
- **Resolved:** To approve and accept the reasons for non-attendance.

120.0 Agenda Item 2 Declaration of Interest

- The following declarations of interests were declared by members: -

Agenda Item	Councillors	Nature of Interest
123.2	Aled Vaughan Owen	Member of the Governing Body and County Council who are the other parties in the negotiation
129.0	Wyn Edwards	Planning: Application PL 01072 relates to the proposed development of a neighbouring property to that of Cllr Edwards.

- It was noted that the County Councillor had a personal but not prejudicial interest in matters regarding the new school and thus could join in discussions and vote on such matters.
- **Resolved:** To note and record the declarations of interest from members.

121.0 Agenda Item 3 Consider the Minutes of the previous Meetings of the Council.

- Members, under the direction of the Chair, examined in detail each page of the minutes of the previous meeting of the Council for accuracy.
- An example of a revised form of minutes had also been provided for members consideration.
- Resolved:
 - i) Proposed by Cllr Clive Green and seconded by Cllr Nia Lewis, and agreed by all that the minutes were a true and accurate record of discussions and decisions.
 - ii) That the revised form of minutes be adopted.

122.0 Agenda Item 4. Matters Arising from the Minutes.

- Members considered the updated information provided with the papers for the meeting.
- **Resolved:** To receive and note the information provided and for any discussion relating to the matter to be undertaken under the appropriate agenda heading.

123.0 Agenda Item 5: Corporate Matters

123.1 Grass Cutting Contract. 1st April,2021 to 31st March,2026.

- Members considered the five anonymised tenders received in respect of the above contract together with additional information regarding the lowest priced tenderer.
- **Resolved:** To award the contract to tenderer E i.e., Wrenvale Nurseries and Landscapes at £59,840.

123.2 Draft Management Agreement Community Use New Gorslas School.

- A draft agreement document for discussion with the Governing Body had been drawn up by the Community Council in 2018/19.
- The County Council has been seeking to facilitate an online meeting between the various parties to discuss arrangements for the use of the community facilities.
- Given the length of time that has passed since the original document was drawn up it was reviewed and updated by the Sub Committee at a meeting on the 26th January,2021.
- Copies of the revised document had been distributed to members of the full Council.
- Resolved:
 - i) A communication be sent to the Chief Executive of Carmarthenshire County Council seeking their assistance to progress the matter.
 - ii) The revisions proposed by the Sub Committee be accepted however if members wished to propose any changes, they should forward them to the Clerk as a matter of urgency.
 - iii) That a copy of the previous draft Management Agreement be provided for members.

123.3 Options for Revised Structure.

- The Sub-Committee met on the 26th January,2021, and, as requested reviewed the various options presented to Council for a revised structure.
- Having considered the options, it was resolved to recommend the following to Council: -
 - a) **Strategic.**
 - Responsibility would remain with full Council. The following three Working Groups to be established over the next three months;
 - a) Assets and Maintenance,
 - b) Policy and Governance.
 - c) Communications.
 - Members could volunteer to serve on the two new committees.
 - The Committees to work towards the objectives outlined in the Strategic Document.
 - A review to be held after a 6-month period to ascertain its effectiveness.
 - b) **Governance.**
 - A system of Ward Member Meetings to be held between each meeting of the full Council.
 - The format and timing of the meetings to be decided by each Ward and tailored to meet the needs of that Ward. It would be open to members to invite the public to contribute and use the meetings to raise concerns regarding local issues.
 - A nominated person to provide feedback to the Council at each monthly meeting.

c) Operational “Day to Day” Maintenance Issues.

- The Council delegate decision making and spending powers to the Sub Committee on one off items of minor maintenance up to £1.5k within the allocated budget headings.
- Routine minor maintenance items under £500. The Clerk be authorised to decide and approve one off items of expenditure within the budget heading where it is in accordance with maintaining the Council’s assets in a safe and serviceable condition.
- In both instances Ward Members to be advised asap and the item reported at the next meeting of the full Council.

d) Operational Urgent Matters.

- The Clerk, in conjunction with the Chair or Vice Chair of the Council, be authorised to determine and authorise expenditure of up to £1.5k on such matters as is considered necessary to protect persons or property or as is otherwise necessary to protect the Council’s interests.
 - Should it not be possible to contact the Chair and Vice then the Authority be delegated to the Clerk to authorise such works having sought the views of as many members of the Council as possible within the timeframe available. The matter to be reported to Ward members and the Chair/Vice Chair as soon as possible and at the next meeting of the full Council.
- **Resolved:** To accept the recommendations of the Sub-Committee as outlined in a) to d) above.

123.4 Provision for Play Equipment.

- As directed by Council the Sub-Committee met, and considered the issue of making suitable provision for the procurement of play equipment, on 18.01.21.
- Members considered various approaches and options relating to the current requirement to procure play equipment and for a planned replacement programme in the future.
- Following discussion, it was resolved to make the following recommendations: -
 - i) That no additional funds be provided from reserves currently.
 - ii) That an application for all available section 106 funds be made asap.
 - iii) Clarification be sought on the procedure for re-imburement from the County Council.
 - iv) Permission be sought from full Council to proceed to tender based on section 106 funds.
 - v) Any unallocated operational reserves at the end of the financial year to be allocated to the replacement equipment fund
 - vi) That a full meeting of the Council be held to discuss the level of provision required, and funding mechanism, for the replacement of equipment in future.
- Since the Sub Committee meeting the County Council had advised that the Community Council would need to obtain quotations and then submit a case for the release of the funds. If the case was approved then funding would be provided on a refund payment basis.
- Resolved:
 - i) To accept the recommendations of the Sub Committee and
 - ii) to proceed to tender for replacement play equipment as soon as possible.
 - iii) That, in view of the pandemic, the Standing Orders and Financial Regulations requirements be amended to allow the tenders to be advertised, received, opened, considered and awarded electronically/remotely instead of the existing requirements.

123.5 Development Proposal Drefach Ward.

- To support the Council's strategic document the Ward members had met and agreed a schedule of matters they would wish to see developed in the future for the Drefach ward.
- **Resolved:** That the proposals be noted and be include in the review of the Strategic Document.

123.6 Provision of Services Arrangements 2021/22

- As part of the Council's review process certain contracts and Service Level Agreements are made to ensure the Council can meet its legal obligations and function effectively and safely.
- Resolved:
 - i) That the Service Level Agreements Contracts scheduled in the update report be awarded for the period 01.04.21 to 31.03.22. subject to continuing satisfactory performance.
 - ii) To review the agreements/ contracts in the light of any changes brought about by the opening of the new school at Gorslas Park during the 2021/22 year.
 - iii) To accept Cllr Aled Vaughan Owen's, offer to assess the suitability of the Gorslas Public Convenience Building roof structure for the possible provision of Solar Panels.
 - iv) To make enquiries with relevant organisations regarding options for reducing the costs of energy

123.7 Annual Appraisal Clerk.

- Following discussion at the Sub Committee meeting it had been agreed to trial a new system with the appraisal being conducted by the Chair and Vice at the end of a financial year.
- It had also been noted, from the information provided to the Sub Committee, that there was an issue relating to outstanding leave and arrangements should be made to resolve the matter asap.
- **Resolved:** To receive, note and approve the actions taken.

124.0 Agenda Item 6: Park Issues.

124.1 Cefneithin Park. Debris.

- It was reported at the meeting that there was a significant amount of debris as well as shards of glass on the boundary between the park and a private property.
- Cllr Terry Jones kindly offered to remove the debris and glass the following morning.
- **Resolved:** To thank Cllr Jones and accept his very kind offer.

124.2 Cefneithin Park Drainage Work Wooded Area.

- Certain works to improve drainage had been undertaken in the park just before the Christmas break.
- As reported at the last meeting, it had become apparent that there was a need to further examine the existing drainage in another part of the wooded area.
- Accordingly, the Clerk and a contractor visited site and examined various options which were currently being costed.
- Given the intention to landscape part of the wooded area this summer it was recommended that any works should be postponed or curtailed severely until that matter had been resolved.
- **Resolved:** To await the costings but not to proceed with any large scale works for the time being.

124.3 Gorslas Public Conveniences.

- The facility was closed due to the current pandemic.
- **Resolved:** To receive and note the information provided.

125.0 Agenda Item 7: Urgent Local Matters.

125.1 Gorslas Ward: Salt Bins.

- Following the recent bad weather two salt bins on Church Road were reported as being empty. The County Council have been advised and will attend to the matter.
- **Resolved:** To receive, note and approve the actions taken.

125.2 Drefach Ward Highway Bollards.

- It was reported that a bollard on the pavement near Drefach C.P. School had been damaged. The County Council have been advised and are investigating.
- **Resolved:** To receive, note and approve the actions taken

126.0 Agenda Item 8: Members Report

126.1 Community and Town Councils Forum 26th January,2021. Cllr Wyn Edwards.

- Cllr Edwards provided feedback for members on the key points of the meeting which included: -
 - i) County Council Budget 2021/22: Indications were that the settlement would provide for an increase of 3.8% for the year. The final figure would be known the day before the budget was set
 - ii) The County Council precept requirement for 2021/22 would be increased by 4.48%
 - iii) The Council had spent some £ 20m on Covid related expenditure the majority of which it could reclaim from Welsh Govt but there was an anticipated 20% shortfall.
 - iv) Income was down by some 2% and Covid had prevented the delivery of £750k of efficiency savings which would have to be recovered in the following years.
 - v) Capital spending. The award was cash neutral. This would allow the school modernisation programme to continue and Energy saving schemes to be brought forward.
- **Resolved:** To receive and note the information provided

126.2 County Council Update: Cllr Aled Vaughan Owen.

- Members received a summary update which included the following: -
 - i) County Council
 - a. Finance: The update from Cllr Edwards had dealt with the matter comprehensively.
 - b. Free School Meals: A motion is to be put to improve provision for pupils.
 - c. Second Homes: Consideration is to be given to regulating provision.
 - d. Local Development Plan: A revised version of the plan would be put out to consultation in the near future prior to submission to the Planning Inspectorate
 - ii) Local.
 - a. Demand for Council houses had increased significantly.
 - b. Flooding was a significant issue in the Penygroes area. It appeared that incorrect connections to the drainage system was the likely cause of the difficulties.
- **Resolved:**
 - i) To receive and note the information provided.
 - ii) Local Development Plan To accept Cllr Aled Vaughan Owen's kind offer to

- a) Advise the relevant County Council Officers in relation to the presence of old mine workings on the site of the old Ysgol Y Gwendraeth fields.
- b) To ascertain whether or not the residents from Drefach who had submitted objections to the LDP had been advised of the current position.

127.0 Agenda Item 9: Correspondence.

- Members considered the items of correspondence detailed in the papers for the meeting.
- **Resolved:**
 - i) To receive the information provided.
 - ii) To note the changes arising from the Local Govt and Elections (Wales) Act 2021 regarding annual reports by Community Councils, public participation at meetings, training plan for members, electoral franchise changes and criteria for general power of competence.
 - iii) Revised Code of Conduct. That the link be forwarded to members to allow them to respond to the consultation.
 - iv) To accede to the request to place a commemorative plaque on a bench adjacent to the bus stop near the junction of Heol Cwmmawr and Heol Blaenhirwaun.
 - v) To accede to the request from the National Library of Wales regarding approval to archive copies of the Community Council’s website.

128.0 Agenda Item 10: One Voice Wales.

- The correspondence from the association was considered by members.
- **Resolved:** To receive the information provided.

129.0 Agenda Item 11: Planning Matters.

Ref	Type and Description	Location
PL/00968	Change of use of part of former agricultural enclosure to form an extension to a detached dwelling house with the construction of a detached garage with first floor domestic workshop/ home studio	Land at Ty Penybanc, Black Lion Rd, Gorslas, SA14 6RU
PL/01072	Two Storey rear extension.	Tredawel, Heol Blaenhirwaun, Drefach, SA14 7AY.
PL/01156	Non-Material Amendment W/39794. Remove garage flat roof to rear extension and amendments to rear side elevation.	Garden of 2 Llwynderw, Heol Y Foel, Foelgastell, SA14 7ER

- Cllr Wyn Edwards declared an interest in application PL01072 and took no part in the discussion or decision.
- **Resolved:** To receive and note the information provided.

130.0 Agenda Item 12: Finance

130.1 Budget and Precept Financial Year 2021/22.

- The Sub Committee met on the 18th January,2021, to consider the above.

- As part of that process members considered in detail the Council’s existing commitments, any variations arising from inflation or new commitments and the impact of decisions on reserves.
- Options for setting the precept at different levels were considered together with comparative data relating to the charges made by other Community or Town Councils for the previous financial year.
- Members also considered, and were acutely aware of, the financial difficulties’ residents were facing as a result of the current pandemic and the impact any increase would have for them.
- Those considerations had to be weighed against the Council’s legal responsibilities and members duty for responsible fiscal planning commensurate with the Council’s commitments.
- Having done so it was resolved to recommend the following: -
 - (i) The precept be set at a level for Band D of 54.23p which would equate to £111,154 for the year.
 - (ii) The income and expenditure budgets as detailed below be adopted.
 - (iii) That the Management Agreement relating to the New School be progressed as a matter of urgency in order to firm up the financial impact on the 2021/22 and subsequent budgets.

2021/22 Summary Income/Expenditure

Section C Summary Income and Expenditure	Estimate for Year £
Total External Income	119,654
Grand Total Expenditure	119,018
Surplus Deficit	636

2021/22 Reserves

Section F Reserves Summary	B/F	In Year +	In Year -	C/F
Balances (Inc Earmarked Reserves)	87,432			90,557
Earmarked Reserves – Play Equipment		3,125	0	

2021/22 Income

Estimate 2021/22				
Income	Base	Inflation Sum £	Service Provision +/-	Estimate for Year £
Precept	101,049	0	10,105	111,154
VAT Refund	8,500	0		8,500
Grants /Section 106	0	0		0
Other	0	0		0
Other 2	0	0		0
Total External Income	109,549	0	10,105	119,654
Income from Reserves	0	0		0
Total Income Budget	109,549	0	10,105	119,654

2021/22 Expenditure

Expenditure	Base	Inflation Sum £	Service Provision +/-	Estimate for Year £
Parks				
Total Parks Major Maint/New	3,431	69	7,470	10,970
Total Park Minor Maint	8,825	177		9,002
Parks Grass Cut Total	11,160	0	0	11,160
Parks Custodial/Litter	5,402	108	2,250	7,760
Section Total	28,818	353	9,720	38,891
Public Conveniences				
Toilets Minor Maint	300	6		306
Toilets Custodial	6,500	130		6,630
Toilets Running Cost	500	10		510
Section Total	7,300	146	0	7,446
Bus Shelters				
Bus Minor Maint	500	10		510
Section Total	500	10	0	510
Seats				
Seats Minor Maint	500	10		510
Section Total	500	10	0	510
Street Lighting				
Street Light Major Maint/New	2,015	0		2,015
Street Light Running	7,353	147		7,500
Section Total	9,368	147	0	9,515
Admin and Office Exp				
Admin Employee Total	28,150	0		28,150
Admin Office/ Corp Gov Costs	4,510	90	7,392	11,992
Council Insurance	1,700	34		1,734
Section Total	34,360	124	7,392	41,876
Democratic				
Members Training/Course Conf Fees	350	7	0	357
Members Travelling/ Subsistence	201	4		205
IRPW Mandatory Allowance Members	2,250	0		2,250
Chairs Fund	1,000	20		1,020
Section Total	3,801	31	0	3,832
Other				
General Donations and Grants	3,775	75		3,850
Community Events	539	11		550
Section Total	4,314	86		4,400

Chair: _____ Date:.....

Total Exp Without VAT	88,961	908	17,112	106,981
VAT	8,913	0		8,913
Total Expenditure Inc VAT	97,873	908	17,112	115,893
Transfer to Earmarked Equipment Fund	2,500	0	625	3,125
Grand Total Expenditure	100,373	908	17,737	119,018

- The Council considered carefully the proposals in respect of each item of the income and expenditure budgets for the year as well as its legal, contractual and service requirements.
- It was also mindful of the impact of the proposed level of charge on individual households and explored options for reducing the level of charge.
- The Sub Committee were thanked for their work and it was proposed that the recommendations be accepted.
- An amendment to the proposal was put forward by Cllr Wyn Edwards that, to reduce the impact of the proposed increase in the precept, the opening of the new MUGA at the new Gorslas C.P School for community use under the control of the Community Council be postponed from January to 1st April,2022.
- **Resolved.**
 - (i) the amendment put forward by Cllr Edwards was considered but was not adopted.
 - (ii) by a majority vote it was resolved to accept the Sub Committees recommendations in respect of the Income and Expenditure Budgets for the 2021/22 financial year and
 - (iii) by a majority vote that the precept for the 2021/22 financial year be set at a level of 54.23p for a Band D Property giving a precept income of £ 111,154 for the year.
 - (iv) to progress urgently the Management Agreement relating to the community use of the MUGA at the new school as per item 123.2. in order to clarify the financial position fully.

130.2 Five Year Income and Expenditure Budgets for the Financial years 21/22 to 25/26

- In addition to considering the budgets for 2021/22 the Sub Committee at its meeting on the 18th January,2021, also considered draft income and expenditure budgets for the following four years.
- This would facilitate longer term planning and align with the Strategic Document.
- Having examined each budget heading in detail and future variations it was resolved to recommend that the Council adopt the following income and expenditure budgets subject to an annual review: -

Five Year Summary Income/Expenditure.

Summary Budget Income and Expenditure	Estimate 2021/22	Estimate 22/23	Estimate 23/24	Estimate 24/25	Estimate 25/26
Income	119,654	120,067	123,319	123,519	124,120
Allocated from Reserves					
Total Income	119,654	120,067	123,319	123,519	124,120

Chair: _____ Date:.....

Page: 9

Less Expenditure	115,893	126,545	128,716	133,797	132,265
Transfer to Earmarked Equipment Fund	3,125	5,000	5,000	5,000	5,000
Total Expenditure	119,018	131,545	133,716	138,797	137,265
Surplus Deficit	636	-11,478	-10,396	-15,279	-13,145

Five Year Overview Reserves

Reserves Summary	Estimate 2021/22	Estimate 22/23	Estimate 23/24	Estimate 24/25	Estimate 25/26
B/F	87,432	91,193	84,714	79,317	69,039
Earmarked Reserves	3,125	5,000	5,000	5,000	5,000
Operational	636	-11,479	-10,396	-15,279	-13,145
Carried Forward	91,193	84,714	79,317	69,039	60,894

Five Year Overview Income Budgets

Income	Estimate 2021/22	Estimate 22/23	Estimate 23/24	Estimate 24/25	Estimate 25/26
Precept	111,154	111,154	111,154	111,154	111,154
VAT Refund	8,500	8,913	12,001	12,197	12,795
Total External Income	119,654	120,067	123,155	123,351	123,949
Income from Reserves	0	0	0	0	0
Total Income Budget	119,654	120,067	123,155	123,351	123,949

Five Year Overview Expenditure Budgets

Expenditure	Estimate 2021/22	Estimate 22/23	Estimate 23/24	Estimate 24/25	Estimate 25/26
Parks					
Total Parks Major Maint/New	10,970	11,189	11,413	11,641	11,874
Total Park Minor Maint	9,002	9,182	9,365	9,552	9,744
Parks Grass Cut Total	11,160	11,560	11,560	12,780	12,780
Parks Custodial/ Litter Total	7,760	14,715	15,010	15,310	15,616
Section Total	38,891	46,646	47,347	49,283	50,013
Public Conveniences					
Toilets Minor Maint	306	312	318	325	331

Chair: _____ Date:.....

Toilets Custodial	6,630	6,763	6,898	7,036	7,177
Toilets Running Cost	510	520	531	541	552
Section Total	7,446	7,595	7,747	7,902	8,060
Bus Shelters					
Bus Minor Maint	510	520	531	541	552
Section Total	510	520	531	541	552
Seats					
Seats Minor Maint	510	520	531	541	552
Section Total	510	520	531	541	552
Street Lighting					
Street Light Major Maint/New	2,015	2,015	2,015	2,015	0
Street Light Running	7,500	7,650	7,803	7,959	8,118
Section Total	9,515	9,665	9,818	11,224	8,118
Admin and Office Exp					
Admin Employee Total	28,150	28,713	29,287	29,873	30,470
Admin Office/ Corp Gov Costs	11,992	10,600	10,812	11,028	11,249
Council Insurance	1,734	1,769	1,804	1,840	1,877
Section Total	41,876	41,082	41,903	42,741	43,596
Democratic					
Members Training/Course Conf Fees	357	364	371	379	386
Members Travelling/ Subsistence	205	209	213	218	222
IRPW Mandatory Allowance Members	2,250	2,250	2,250	2,250	2,250
Chairs Fund	1,020	1,040	1,061	1,082	1,104
Section Total	3,832	3,864	3,896	3,929	3,962
Other					
General Donations and Grants	3,850	3,927	4,006	4,086	4,168
Community Events	550	561	572	583	595
Section Total	4,400	4,488	4,578	4,670	4,763
Total Exp Without VAT	106,981	114,380	116,351	120,831	76,021
VAT	8,913	12,165	12,365	12,966	12,648
Total Expenditure Inc VAT	115,893	126,545	128,716	133,797	132,265
Transfer to Earmarked Equipment Fund	3,125	5,000	5,000	5,000	5,000
Grand Total Expenditure	119,018	131,545	133,716	138,797	137,265

- Resolved
- To accept the Sub Committees recommendations in respect of the Income and Expenditure Budgets for the five-year period subject to the budgets being reviewed annually.

Chair: _____ Date:.....

130.3 Preparation of Statutory Financial Accounts 2020-21.

- Welsh Government advise that the timetable for the statutory completion of accounts for the 2020/21 year is as follows: -
 - i) Completion and certification of accounts by 31.08.21.
 - ii) Publication of Accounts 30.11.21.
- **Resolved:** To receive and note the information provided

130.4 Monthly Payments Income/Expenditure

Paid /Received	Description	Amount £
Income	N/A	Nil
Expenditure		
WCVA	Monthly Payroll Charge	21.30
Clerk	Wages	1,171.60
Audit Wales	Audit 2019/20	426.75
Wilson Tree Survey	Report and Survey Tree Gorslas Park	900.00
Spencer Environmental	Sept/Oct/Nov/Dec	4,871.60

131.0 Agenda Item 13: Next Meeting

- The next meeting of the Council would be online at 7.00p.m. on Monday 8th March, 2021.
- There being no further business to transact the Chair declared the meeting closed at 21.30 hrs.