

Clerk's Report 26/01/24

To: Chair and Members of Council.

(a) Parks;

(i) Llandybie Park Projects Update;

- **MUGA** was completed just before Christmas the contractor Wicksteed Leisure just needs to complete marketing the playing surface which has been promised the next week.
- **106 grants for park area**, installation of a Trampoline Area with 3 pieces of apparatus is currently underway only having been hampered by the recent bad weather, it is due for completion in the next week this at an agreed cost of £24,475.36 plus vat, it is hoped that this project can be completed alongside the work for the MUGA.
- **The outdoor gym** area was completed in early December at cost of £9,799.20 which will provide an All-weather gym area with six pieces of equipment and this has been paid and a 106 claim for £8,166.20 has been put into Carmarthenshire County Council. The VAT Claim against this will be claimed back at £1,633.20.

(ii) Saron and Capel Hendre 106.

The Clerk has had a reply from Carmarthenshire County Council in relation to starting planning the spend the two amounts of £22,320.00 for future education provision at Saron and £17,680.00 for Cwmgwili park. They have informed him that the contractor has not deposited funds yet. A further reply was received in January confirming this is still the position.

(b) Footpaths.

A meeting was arranged but cancelled by the Carmarthenshire Rights of Way team for the 19th of September, this has now been rearranged and a meeting took place on the 5th of October. The following paths were discussed;

- **Saron 51A/NYC**; The Clerk met county council officers on site and they have explained that there was no right of way and the gate in place was a legacy item from a project underspend about 10 years ago and the project to further path was not realised and they have no budget at this point in time to look at any work in that area.
- **Capel Hendre (two paths) 51/12**; The Clerk pressed the Highways for a reply to the Highways Team to ascertain the cutting commitment going forward and they have confirmed that these are
- **Bonllwyn 61/106**; This is a rights of way which has been neglected for some years, and the Clerk has once again asked for an update on the RoW team to do a survey as previously offered on the route and look at the possibility of opening it up once gain.
- **Caerbryn 51/56**; The Clerk is still pressing the Rights of Way Team who have committed to repairing the foot bridge. The damage to the route has, they say, been caused by a water run-off from the highway. The Clerk has now written again to Carmarthenshire Highways team to begin dialogue and has followed up with a request for an update.
- **Penygroes 51/34 and 51/35, 51/33**; Whilst 51/34 is now being looked at by our contractor, the legal team at Carmarthenshire County Council are looking at 51/13 to

get the landowner to cut the overhanging branches, the Clerk has written to the Legal Dept at Carmarthenshire County Council for an update. 51/35 is being looked at as part of the Gilfach Iago development. The Clerk has followed up to ask for an update.

- **51/51;** This is still being dealt with by Carmarthenshire County Council's legal team as a resident has built a garage base over the right of way and another resident has put play equipment across it.
- **51/24;** The Chair Carey Thomas has highlighted this footpath and the Clerk has written to the RoW team for clarification on what can be done.

(c) Audits

(i) Annual External Audit 2022/23;

The Clerk has chased up in an email of week commencing 20th of November and is waiting for a reply on the external Audit for 2022/23, another email was received from Gayle Howard at the Wales Audit Office on the 20th of January, the Clerk provided all information requested.

(d) Penygroes RFC and Gate locking at night.

A meeting has now taken place with Menter Cwm Gwendraeth to remedy the gate locking at night. A rota has now been agreed and emailed to all parties outlining the gate locking arrangements.

(e) Incident with Car Driving through a fence at Penygroes Park.

The Clerk has put in a claim £647.00 for repair costs plus £291.15 for his time. We are awaiting confirmation of acceptance of the claim and payment from Admiral Insurance.

(f) Update on online banking arrangements.

The Clerk has now started the new online banking of paying bills and monthly direct debits after final meeting with the three authorised signature nominees in December and January. The new signatory list is Cllr Eifion Davies, Cllr Karen Davies and Cllr Simon Roberts.

(g) Update on Welsh/English Standing Orders.

The Clerk has now secured a quote for the standing translation into Welsh from our regular translator Martin Davies for £478.25 no VAT. The English version has been updated on the Website.

(h) Paperless Meetings IT Update and policy adoption consideration .

The Clerk has received a formal quote at £1,545.99 for 10 Mobile Devices (Tablets) and this includes protective carrying cases. The Clerk is chasing up two comparative quotes.

The criteria will include the need for IT provision over and above the provision they currently have and are paid annual expenses for as part of the councillor allowance and the need to have a separate IT provision to ensure GDPR and data protection compliance, for example shared family computers.

(i) VAT Claim update and income on investments;

The claim at £5,206 for the period to April 2023 has now been received and the Claim for 6 months to October 2023 for £4,657.32 has also been received.

Its worth noting that a further £4,839.57 as capitalisation has now been received as income from investments from the savings account at the Swansea Building Society.

(j) Tenders to be sent and that have been sent;

The Clerk and the Administrative Officers have sent and received the tenders for the Parks Inspection Service due to end in January the three quotes received;

- Llanon Community Council £4,092.00 no VAT.
- Dragon Play & Sports £8,999.00 plus VAT.
- Eammone Davies an independent Park Inspector £5,000.00 no VAT.

The Rights of Way Maintenance Tender has now been sent out and we are awaiting replies for the early February deadline.

The Parks Grass Cutting and Maintenance contract due to end in March is currently being prepared by the Clerk and the Administrative Officer and are in the process of compiling the list and getting the documents ready for emailing in early February.

The Clerk has sourced the services of a qualified Health and Safety Inspector who does training for park inspection services, early indications are that the cost of a two day course would cost circa £650.00 allowing The Clerk to do the monthly inspections and the Annual Independent Park Inspection to ratify his work. Councillors must decide whether they would agree this move which would save £4,200 annually.

(k) Work in progress to complete the budget for the January 2024 Ordinary meeting.

The Clerk is in the process of costing the following projects to complete the budget proposal for 2024/25 to present to this Ordinary meeting.

- **The Tennis Courts at Llandybie;**

Update; Whilst a formal tender will need to be compiled the Clerk has met two companies to ascertain the likely cost, one gave a 'ball park cost' the other a detailed quote. As there may be a Tender Process at a later date the Clerk will disclose these costs at the meeting.

The Clerk has had correspondence with Tennis Wales affiliated under the Lawn Tennis Association and they have offered information on applying for a grant that can be applied for and have suggested that offering to fund circa 55% to 60% would be advisable.

- **The swings at Spien Road and Gors Ddu Parks;**

Update: The initial costs for both Swings will be Gorsddu @ £4649.44 Spien @ £4649.44 Total cost for all works @ £9298.88 no VAT.

- **‘Whole community tree planting project’ of Rowen/Mountain Ash Tree;**

Update: The Clerk met with the Carmarthenshire County Conservation Officers who have offered to provide suppliers of Rowan and Mountain Ash Trees and advice for free on planting, they suggested a budget of £1,000 for selected purchasing and planting throughout the Llandybie Community Council Area.

- **Village sign planting tubs;**

Update; The Clerk has investigated online quotes and initial costing is £1,159.80 for twenty wooden tubs, this includes VAT and delivery, but not installation costs or maintenance costs.

- **Table Tennis board at Penygroes Park;**

Supply and Installation (Install to be carried out at any time)

1 x BX/SG 3024-GG Table Tennis Table = £592.50
 1 x BX/SG INSTALL Installation into grass or tarmac = £900.00
 1 x BX/SG Carriage Delivery charge = £150.00

Total (exVAT) = £1642.50

(l) Banc Y Ddraenen;

The Clerk has now met twice with Rachel Carter One Voice Wales and Carmarthenshire County Council officers on site and has a detailed plan and proposal for the site. They have also indicated grants to cover the whole cost, to be determined, the Clerk is currently working with the Administrative Officer on the consultation exercise with Schools and Local Groups. The Clerk would like to suggest an Environment Committee now be call for Thursday February 15th at 6.30pm.

(m) Defibrillator Training;

The Clerk has enquired with Calon Heart to organise Defibrillator Training, he is awaiting how this would be structured and what the cost and available dates would be. This could be offered to Councillors and wider community.

(n) The Asset Management Business Plan.

The Clerk is working on this and has had two detailed Park Inspections in December and January to ascertain the upgrade requirement and lifespan of equipment moving forward, he will update Councillors on progress at the February Finance Meeting and Ordinary Meeting in February.

(o) Finance Meeting.

The Clerk would like to suggest Thursday the 16th of February after or before the Environment Meeting Suggested for the same evening, or the option of Thursday 22nd of February a week before the Ordinary Meeting on Wednesday the 28th of February.

(p) Storm damage.

The recent storm caused a burst pipe at Llandybie Bowls Shed which was fixed by a local contractor on the day of reporting and a small tree fell at Llandybie park which caused no damage and has been removed.

(q) Update on Community Grants for the February Finance Meeting.

The Administrative Officer will give an update on applications received to date, but no further applications will be accepted after February 9th 2024.

Dai Nicholas – Clerk

January 26th 2024