

**LAMPETER TOWN COUNCIL - CYNGOR TREF LLANBEDR P.S.**  
**MINUTES OF THE MONTHLY MEETING**  
**26<sup>th</sup> NOVEMBER 2009 AT 7.30PM**  
**At Lampeter Church Hall**

**A Presentation** was received from Dr Clive King, *Aberystwyth and District Citizen's Advice Bureau (CAB)*, Acting Chair of the Trustee Board.

The CAB Service helps people to resolve their legal, money and other problems by providing free, independent, confidential and impartial advice to everyone, on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination. In addition to drop-in sessions, there is a service for advice and advocacy on offer, for those with mental-health problems, and victims of drugs and alcohol. Every CAB is a registered charity, which is reliant on advisors to provide these vital services to communities. The majority of advisors are trained volunteers. A CAB Outreach Surgery is presently held at the Lampeter Medical Centre, each Monday morning, from 9.30am-12midday. Funding is provided for two advisors. Services are also available in Aberaeron, Tregaron and Cardigan.

Dr King stated that there were no plans to close the main CAB in Aberystwyth, despite the financial challenges of the past year, which had been intensified in the absence of a manager. Sue Hurds had been appointed to this role in September 2009. Sufficient funds were presently available to move the service forward. He hoped that Lampeter Town Council would resume its funding of former years, and that a stronger relationship would be established between the two organisations. This could be achieved in part, by providing a councillor representation onto the Trustee Board. Difficulties had been encountered in the past, when attempting to contact the CAB and in seeking appointments. Dr King was of the opinion that a Service Level Agreement should be set up.

The statistics for the *January-September 2009 Lampeter/Tregaron & Aberaeron CABs* were provided and the *Mid-Year Social Policy Report June 2009* (available at the Town Library and from the Clerk).

*It was resolved to nominate a councillor for the CAB Trustee Board at the January Monthly meeting.*

## **PRESENT**

Cllr Mayor Selwyn Walters (Chairperson)  
Cllr Rob Phillips (Deputy-Chairperson)  
Cllrs Cecilia Barton; Andrew Carter  
Elsie Dafis; Margaret Davies-Evans  
Greg Evans; Kistiah Ramaya &  
Town & County Cllr Robert (Hag) Harris  
Mr Carl Stringer – Freelance Reporter – Carmarthen Journal  
Mr Nathan Yates – Cambrian News Reporter

### **1. CHAIRPERSON'S WELCOME & OPENING PRAYER**

The Mayor Selwyn Walters extended a welcome to all present.  
Cllr Hag Harris led members in prayer.

### **2. APOLOGIES & PERSONAL MATTERS**

Town Cllrs John Davies, Lynda Mason-George, Chris Thomas, Dorothy Williams, Derek Wilson, County Cllr Ivor Williams and Police Inspector Paul Bonning apologized for their inability to attend the meeting.

### 3. DISCLOSURE OF PERSONAL INTERESTS

None.

### 4. POLICE MATTERS

**4.1 The Proposed Alcohol Exclusion Zone (AEZ) for Lampeter.** Ceredigion County Council (CCC) has received a joint application from Lampeter Town Council and the Dyfed-Powys Police for the introduction of an *Alcohol Consumption in Designated Public Places Order*, under the Criminal Justice and Police Act 2001, in Lampeter  
The Public Consultation ended on the 30<sup>th</sup> September 2009. The CCC will now review the responses and compile a report, for consideration. It had been hoped that the Alcohol Exclusion Zone, would be in place, at the beginning of 2010.

**4.2 Dyfed-Powys Police Authority: Policing Plan 2010-13: 3 priorities for policing.** It was resolved to prioritise *Anti-Social Behaviour; Drug-Related Crime* and *Visibility of Police*. It would also be conveyed, that the TC hoped that the Alcohol Exclusion Zone for Lampeter, would come into effect, in the very imminent future.

**4.3 Notification of the hosting** of a Consultative Meeting with the Dyfed-Powys Police Authority, Tuesday 1 December at 7pm at the Penmorfa CCC Offices.

**4.4 A letter was received from the new Divisional Commander for Ceredigion,** Simon Powell. In order to formally introduce himself, he asked if he could attend a future meeting of the town council. *It was resolved to invite him to the February meeting.*

**4.5 Ceredigion Crime & Disorder Strategic Assessment 2010 – Your Views;** *The Mayor and Deputy-Mayor to complete the form by February 2010.*

### 5. CONFIRMATION OF THE MINUTES OF THE 29<sup>th</sup> OCTOBER MEETING

These were agreed to be correct apart from one amendment. The opening prayer had been read by Cllr Derek Wilson and not Cllr Margaret Davies-Evans, as recorded in the minutes.

### 6. MATTERS ARISING FROM PREVIOUS MINUTES

**6.1 Consideration to the Bequest:** Four suggestions to date - from Cllrs Mason-George, G.Evans, H.Harris and C.Thomas.

*Councillors, who wished to submit ideas but had not done so, were encouraged to forward them, in writing, to the clerk, before the 28<sup>th</sup> January 2010, the cut-off date.*

All suggestions would be assigned further attention at the January monthly meeting.

**6.2 Petition Parc-yr-Orsedd:** Cllr C Thomas had compiled a report, for action, in response to the petition received in September 2009. The Annual Inspection as undertaken by Digley Associates on the 3<sup>rd</sup> September 2009, was circulated.

*It was resolved to contact Mr Steve Edwards to ask him to rectify the problems highlighted in both reports.*

**6.3 The Town Council's New Website:** Work in progress by the CWN Design, Llanfair Clydogau. *Cllr Phillips reported that the new website would be available within the next few weeks.*

**6.4 Consultative meeting with the CCC: 16/11/2009 7pm Victoria Hall:**

*It was resolved to thank the county council for their assistance in clarifying certain issues.*

**6.5 Town Council's Vandalized Notice Board:** Arrangements are in hand for Mr Kevin Jones, Teify Forge Ltd, Cwmann to repair the notice board. £549 (Ex VAT)

**6.6 Recycling Bins:** Two bins have been ordered by Rachel Mills *Tidy Towns' Co-ordinator*, CCC – one to be installed at Parc-yr-Orsedd and the other at Market Place. The town council will meet the cost of one of the bins whilst the Tidy Towns' scheme will pay for the other. *Awaiting further developments from the CCC.*

**6.7 Parc St.Germain-sur-Moine:** The two new signs have been delivered. *It was resolved to ask the Ceredigion CC if it was possible for them to display the signs, on behalf of the town council, at the park. If this was not possible, the town council would make its own arrangements.*

**6.8 Clos Glyndŵr:** the County Council will meet the cost of the sign bearing the inscription *Clos Glyndŵr*, which will be displayed on the property of Mr Simon Anderson. Permission is requested from at least three of the five householders to name this vicinity *Clos Glyndŵr* before proceeding with the application. The Clerk reported that she had sent a letter to each of the 4 householders (Mr Simon Anderson has granted permission) and a SAE, at the beginning of October. One reply had been received to date from Mr Jamie McCormack. *Cllr Phillips to remind other householders of this request in a bid to move the matter forward.*

**6.9 Traffic Problems Lampeter**

**6.9.1 Rookery Car-park**

Cllr Harris stated that he had spoken to Mr Lyndon Griffiths, CCC and attempts will be made to improve the configuration of the entry for large coaches/HGVs. *This arrangement has not been confirmed in writing by the CCC.* The Rookery Car-park is now a paying car-park.

**6.9.2 Cwmins Car-Park**

The Town Council has expressed its support to the CCC in its efforts to introduce a parking-system at the Cwmins, i.e. limited stay for all vehicles, without incurring a fee. This matter was discussed at the Consultative meeting of the 16<sup>th</sup> November (Ref 6.4). The Cwmins' Green/Common-land status is a legal obstacle, which needs to be overcome, before moving the matter forward.

*Awaiting further developments from CCC.*

request for outside the 8 from CCC. The CCC was reminded, at the consultative meeting, of the the introduction of a Traffic Order, prohibiting parking houses at Harford Row. *Awaiting a reply*

Field to a car-Park & Ride Scheme Parking bays at Pontfaen, for discussion. The whole parking problem was considered at the Consultative meeting. The possibility of converting a part of the Bryn park was suggested. Also, the introduction of a from Station Yard could be a possibility. large vehicles came under

### 6.9.3 Full Traffic Survey of the Town

present.” Was 2009. A *Awaiting a reply from the* “A full traffic survey would require significant resources and it is not possible for the Authority to support the project, at the response received from CCC in the summer of second request was submitted to the CCC. *CCC in relation to the second request.*

**6.9.4 Letter from a resident of North Road received by the TC on the 27<sup>th</sup>** crossing at action are involving personal Dyfed-Powys Police. the location, highway behaviour and the presence of more cyclists. The assessment of requests for management interventions can be a complex and lengthy process. It involves assessing the level of significance of any problem associated with a location, identifying appropriate remedial action and securing the necessary funding and authorization to carry out the work. What may initially seem to be sensible and deserving proposals can sometimes fall short of these assessment criteria. result, response times can be lengthy. Notwithstanding the reply given by the CCC in September 2009, members of the TC remained concerned about the safety of pedestrians at North Road and it was resolved to assessment of the area with a view to at least to the introduction of installing a pedestrian crossing or some form of traffic control intervention at North Road. *Awaiting a reply from the CCC in relation to this request. The county council had been reminded of this issue at the Consultative meeting.*

**6.9.5 Parking at Bryn Road** posed a problem and in particular opposite the Cambrian Terrace/Bryn Road junction. It was enquired whether yellow lines could be positioned in this area, to allow space for vehicles to manoeuvre, when turning. *Awaiting a reply from CCC.*

**6.9.6 Introduction of traffic safety measures at Mountwalk:** consultation ongoing with CCC. Cllr Harris stated that he had sought the views of the residents of Mountwalk, in relation to the installation of special lighting on their properties. *Awaiting further developments from CCC.*

- 6.10 New Town-Entrance Sign** to be displayed on the Carmarthenshire Border  
CCC: *Awaiting further information from CCC.*
- 6.11 Town Council's request to meet free of charge at one of the schools in Lampeter**-no reply from CCC, to date. *It was resolved not to pursue this matter further and to continue to meet at the present location, for the foreseeable future.*
- 6.12 Animal Aid's Compassionate Charter-8 Achievable Steps to Help Animals, People and the Planet:** Animal Aid exposes and campaigns peacefully, against all animal abuse, and promotes a cruelty-free lifestyle. *It was resolved that the Mayor and Deputy-Mayor would consider the matter further, and that their decision would be discussed at the next monthly meeting.*
- 6.13 Councillors** were reminded that three documents were presently in circulation amongst members viz *Local Government Partnership Scheme Report 2008-09 WAG; Ombudsman Report 2008-09 and A Shared Community-Relationship building and charters for unitary authorities and community and town councils: WAG/WLGA/OVW.*
- 6.14 Arrangements were made** for the Mayoress' Young at Heart Annual Tea-Party of Wednesday the 2<sup>nd</sup> December at 2.30pm at the Victoria Hall, Lampeter.
- 6.15 A Visit to the Old-Post-Office Building**, Lampeter had taken place on Monday the 23<sup>rd</sup> November between a delegation of the town council and the Estate Agent. The annual lease is £12,500. There will also be additional costs eg business rates, electricity, heating, insurance, fixtures and fittings amounting to a total of approximately £20,000. *It was resolved that leasing the old post-office was not a feasible financial option for the town council, at the present time.*

## 7. CORRESPONDENCE

- 7.1 Collaborative Community Planning Consultation WAG:** *it was resolved to respond to the consultation.*
- 7.2 Proposed Guidance for the Wales Programmed for Improvement for the Fire and Rescue Authorities in Wales: WAG:** for information.
- 7.3 Annual Action Plan 2010-2001;Mid and West Wales Fire and Rescue Authority:** for information.
- 7.4 Ceredigion Mobile Shopmobility AGM** CBC: 2.12.2009 Penmorfa, Aberaeron 7pm: for information.
- 7.5 Communication from Sue Roper** asking if there was a community grant available, for the provision of indoor play facilities for young children. *It was resolved to refer her to the Business Eye and Cavo Organisations and also to Cllr Mason-George, Lampeter Family Centre Co-ordinator.*
- 7.6 Consultation on An Airspace Change to Establish Segregated Airspace** for the Wales Unmanned Aircraft Systems (UAS) Environment: letter from the WAG thanking the Town Council for its comments, which have been noted and included within the Feedback Report, which will be available for download from the WAG website. *The document will be found in*

**7.7 Other correspondence: for information only.**

**8. PLANNING**

**8.1 The following application has been WITHDRAWN**

<b>Date in which the TC was notified by CCC</b>	<b>Applicant/s &amp; Proposal</b>	<b>Location:</b>
12/11/2009 Applic. No. A090683	Dr D I Edwards Genau'r Glyn New Street Lampeter Alterations and extensions to the existing dormer bungalow, including the total replacement of the existing roof. Also the construction of a new garage.	Genau'r Glyn New Street Lampeter

**8.2 PLANING APPLICATIONS**

<b>Date received by TC from CCC</b>	<b>Applicant/Location/ Proposal</b>	<b>TC's comments</b>
13/11/2009 Application No: A090764 14 day rule- delegation of town council 24.11.2009	Mrs Gladys Lewis Dyffryn Cae-Dash New Street Lampeter <i>Extension and Conservatory at above location</i>	No objection
30.10.2009 Application No: AO90740AV 14 day rule- delegation of town council 21.11.2009	Food Programme Delivery Orchid Group Old Bank Building Hanover Street Manchester Co-op Ltd Bridge Street Lampeter <i>Display of 2x fascia signs, 1 menu board</i>	No objection

**8.3 Minutes of the Development Control Committee** held at the Ceredigion CC's Offices at Penmorfa, Aberaeron on the 14/10/2009 and Agenda of the meeting of the 11/11/2009: noted for information.

**8.4 The Application A080680**, erection of extension and partial demolition of dwelling owned by Mr and Mrs Howell, at Eryl, 61 Bridge Street, Lampeter had been the subject of a site visit by the Site Inspection Panel CCC on the 2.11.2009, which had included the two local elected members. The Mayor

had represented the town council. The panel was informed that the proposal would have a significant adverse effect on the residential amenity of the neighbouring property of 59 Bridge Street. As it stood, the proposal would be overbearing and would create a tunnel/well effect between the two properties resulting in a significant loss of natural daylight to habitable rooms. The applicant's agent stated that he was surprised that the application had taken so long, to progress. The Mayor had no comment to make but to re-iterate that the town council had no objection to the proposal.

Following the public meeting, the Panel proceeded to inspect the site including observing the neighbouring property. The Panel discussed the proposal and observed a similar two storey extension erected some three doors from the application site. They were of the opinion that the application would cause no detrimental effect on the neighbouring property, which was further confirmed by the non-objection received from the owner of that property. As such, the Panel unanimously recommended approval of the application, subject to conditions. *The County Council has, by now, granted permission for this application to proceed-TC notified on the 14<sup>th</sup> November 2009.*

- 8.5 Ceredigion Local Development Plan (LDP) Candidate Sites:** As part of Ceredigion's preparation towards the LDP a consultation exercise was undertaken in March 2008, asking members of the public and organizations to put forward land that they would like to be considered for various forms of development, within the plan period. In addition to this, the Local Authority has also put forward sites that are included in regeneration strategies and on other land, which may have development potential. All these pieces of land collectively, are called candidate sites and need further consideration as to whether they are appropriate for development or not. At this point in time, the submission of these sites and their inclusion on a map does not indicate that the sites are included in the LDP itself. Town and Community Councils were allowed until the 18<sup>th</sup> November 2009 to provide any additional views on the sites in the area.

*It was stated that the Maesyderi Field Reference S2041, should remain as an amenity for the people of the town and should not be used for the development of houses. It was also resolved to state that the Bryn Field Ref: S3020 should remain as a green field and that the College Field S3014 should retain its recreational area status.*

**8.6 Ceredigion LDP – Settlement Groups**

The Preferred Strategy, which was on public consultation in March 2009, set out a Settlement Strategy, which was based on Urban and Rural Service Centres, Linked Settlements and Settlement Groupings. The Authority is now seeking the view of Town and Community Councils on what settlements should be included in each Settlement Group.

*It was resolved to state that Lampeter should be the Urban Service Centre for Alltyblaca, Cwmsychbant, Cwrtnwydd, Drefach, Gorsgoch and Llanwenog and that Llanybydder should not be the Rural Service centre for these villages as suggested in the Proposed Settlement Groupings for the Deposit Version the LDP. Also, Cribyn should be a linked settlement to Lampeter i.e.*

*of  
Lampeter  
Aeron.*

*should be its Rural Service Centre, as opposed to Felinfach/Ystrad*

**8.7 Carmarthenshire Local Development Plan:** Pre-deposit Preferred Strategy, Initial Appraisal and the Habitat Regulations Screening Report/Constraints Plan. The publication of these Pre-Deposit documents for consultation represents an important statutory stage in the preparation for the Carmarthenshire Local Development Plan (CLDP). The CLDP will, upon adoption, replace the Carmarthenshire Unitary Development Plan and will be the basis for decisions on land use planning for Carmarthenshire: *noted for information.*

## 9. FINANCE

**9.1 Notification from the External Auditors BDO Stoy Haywards stating that the External Audit for Lampeter Town Council, has been completed for the financial year ending 31 March 2009.** The Annual Return was presented to the council and the Annual Return was approved and accepted. The ***Issues Arising*** report was also presented to the town council. The following matter has been raised to assist the council to improve its internal controls or working practices. The council is recommended to consider this matter but is under no statutory obligation to act upon it:

### 1. Level of Reserves

#### **What is the issue?**

The level of reserves held by the council appears high (£156,000 at 31/03/2009). The council is attempting to utilize funds and reduce the level of reserves over the coming years.

#### **Why has the issue been raised?**

The council has no power to hold excessive reserves unless it is saving for something in particular.

#### **What do we recommend you to do?**

The council should continue to reduce its level of reserves to a more appropriate level. The generally accepted level of reserves is usually no more than the level of the precept or one year's expenditure. (say £50,000)

It is also generally acceptable to hold higher reserves only when the council is saving for a specific item of capital or general expenditure and then the money should be held in a high interest account.

***It was resolved not to reduce the level of reserves as money would be required in the future for various projects eg Maesyderi Field, Alcohol Exclusion Zone, Traffic Issues, Parc-yr-Orsedd.***

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**The following issue has been raised to assist the council. The council is recommended to take action on the following issue to ensure that the council acts within its statutory and regulatory framework.**

### 2. Fidelity Guarantee

#### **What is the issue?**

The council has reviewed the level of fidelity guarantee cover, however this still appears to be insufficient in light of the bank balance held at 31 March 2009.

#### **Why has this issue been raised?**

A council under S114 of the Local Government Act 1972, must take security as it considers sufficient in the case of its officers likely to handle its money. The council may decide that the insurance is not sufficient for them, but in order to come to this opinion they must have reviewed the requirement annually and they must have objective grounds for such a conclusion.

### **What do we recommend you to do?**

The council should consider the level of insurance cover and set it to a level that will protect the council against potential loss. The council should review the level of cover at least annually as circumstances may change throughout the year.

The amount should be sufficient to cover the maximum amount of money the council holds at any one time during the year. A council does not have to have fidelity guarantee insurance in place if it considers that no insurance is "sufficient" but there must be objective grounds for such a conclusion. Smaller councils may decide therefore that the cost of this insurance is disproportionate to the risk involved. If this is so the council should minute this decision annually.

***It was resolved to increase the town council's fidelity guarantee insurance from £150,000 to £200,000.***

**9.2 It was resolved not to make a financial contribution** to the Llangollen International Musical Eisteddfod.

**9.3 Donation of £100:** National Eisteddfod 2010

**9.4 NSPCC ChildLine Cymru:** £25.00

**9.5 Lampeter Chamber of Trade:** the TC will pay for the running costs of the Christmas Lights despite the withdrawal of funding from CCC this year.

**9.6 Clerk's Pay Nov 2009:** £536.70

**9.7 Heat/Light/Storage** £20.00

**9.8 H M Revenue + NI Contributions** £130.80

**9.9 Hire of St Peter's Hall:** 29.10.2009 £26.25 (3.5hrs)

**9.10 Risk Assessment** for the Town Council for the yr 2009-10: should be completed in time for the Budget meeting of the 14<sup>th</sup> January. .

## **10. SUB-COMMITTEES**

### **10.1 FOOTPATHS' INCLUDING PARC-YR-ORSEDD**

#### **10.1.1 Community Councils – Consultation- Public Rights of Way and Access, 14<sup>th</sup> April 2009**

Following the compilation of the consultation responses, a pilot meeting with community/town councils in one of the four rights of way management areas, in Ceredigion will be arranged in the New Year. This will allow for a member of each of the community/town councils in this management area to meet with Council officers and Forum representatives, to discuss matters related to rights of way and access. The CCC will contact those community/town councils, who are in the pilot area about the meeting in the New Year.

**10.1.2** *It was resolved to report that the wooden bridge over the Creuddyn river, in the vicinity of the Falcondale, Lampeter had become dilapidated and to ask if it would be possible for the county council to rectify the fault.*

## **10.2 CCTV CAMERAS**

**10.2.1 Monthly Report for October 2009 CCC:** There had been one request by the Police to view digital media, in relation to an assault.

### **Equipment Fault**

- 1. Date reported 1.10.2009:** no zoom facility on one camera but remained operational. Repaired 14.10.2009.
- 2. Date Reported 30.10.2009**  
Intermittent loss of video between Lampeter and the Control room on 3 cameras but recorder remained operational.  
Repaired 30.10.2009

## **10.3 STREET LIGHTS**

**10.3.1 Problems continue on the 9 street lights** extending from the ATS Garage to the Bryn Steffan Estate *A communication from CCC conveyed that the cable fault would be repaired at the beginning of December 2009.*

**10.3.2 Cllr Carter** reported that various streetlights were not working in Forest Road: *to report to the CCC.*

## **10.4 MAESYDERI FIELD MANAGEMENT COMMITTEE**

**A Meeting had taken place** on the 24<sup>th</sup> November. (Minutes attached).

## **10.5 PAVEMENTS**

**10.5.1 Weeding around the town:** Cllr M Davies Evans had reminded the county council of this request at the Consultative meeting of the 16<sup>th</sup> November 2009. It was reported that areas within the town had been treated with insecticide/weeded on two occasions, this year. A correspondence was received from Mr Mel Hopkins, Chief Building Officer CCC, on the 25<sup>th</sup> November, stating that he had contacted the grounds maintenance contractor with regard to St Thomas Street, Llys Idwal and the Cwmins seating area. He is aware of the work required and will be undertaking grounds' maintenance to these area in due course.

**10.5.2 Cllr Carter enquired when the pedestrian bollard** would be replaced under the arch of the town hall. *To contact the Quils't Centre.*

**10.6 Welsh Language Annual Review:** *to be considered in the near future.*

## **11. AOB**

**11.1 The Mayor announced the date of the Lampeter Dressed Poultry Show,** which would be held at the Victoria Hall on the morning of the 22<sup>nd</sup> December.

**As there was no other business, the meeting concluded at 9.30pm.**

12. **DATE OF NEXT MEETING:**  
**Budget meeting; Thursday the 14th January 2010 at 7.30pm at the Shiloh  
Chapel Vestry Lampeter.**

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(signed/date)