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THURSDAY, 8 SEPTEMBER 2022

TO: ALL MEMBERS OF THE COUNTY COUNCIL

I HEREBY SUMMON YOU TO ATTEND THE **MEETING OF CARMARTHENSHIRE COUNTY COUNCIL** WHICH WILL BE HELD IN THE **CHAMBER - COUNTY HALL, CARMARTHEN. SA31 1JP AND REMOTELY AT 10.00 AM, ON WEDNESDAY, 14TH SEPTEMBER, 2022** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE

THE MEETING CAN BE VIEWED ON THE AUTHORITY'S WEBSITE VIA THE FOLLOWING LINK:-

<https://carmarthenshire.public-i.tv/core/portal/home>

Democratic Officer:	Kevin Thomas
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Wendy Walters Prif Weithredwr, *Chief Executive*,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTERESTS.
3. CHAIR’S ANNOUNCEMENTS.
4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH JULY 2022 7 - 12
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8. APPOINTMENT OF MEMBERS TO SERVE ON COUNCIL ADVISORY PANELS AND OUTSIDE BODIES SUBJECT TO POLITICAL BALANCE REQUIREMENTS 51 - 54
9. SOCIAL CARE AND HEALTH SCRUTINY COMMITTEE - ELECTION OF VICE-CHAIR

In accordance with Council Procedure Rule 4 (2) the following nomination has been delivered to the Chief Executive as the position was vacant :-

Councillor Louvain Roberts - Independent Group
10. TO CONSIDER THE RECOMMENDATIONS OF THE CABINET IN RESPECT OF THE FOLLOWING ITEMS
 - 10 .1 STREET NAMING AND NUMBERING POLICY 55 - 94
 - 10 .2 ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 95 - 110
11. TO RECEIVE THE REPORT OF THE MEETING OF THE CABINET HELD ON THE FOLLOWING DATES:-
 - 11 .1 4TH JULY 2022 111 - 116
 - 11 .2 18TH JULY 2022 117 - 126
 - 11 .3 25TH JULY 2022 127 - 132
12. TO CONSIDER THE FOLLOWING NOTICES OF MOTION:-
 - 12 .1 NOTICE OF MOTION SUBMITTED BY COUNCILLOR LEWIS DAVIES

“This Council:

- a. Calls on the Westminster Government to devolve to the Welsh Government the authority for deciding on bank holidays in Wales (through the Banking & Financial Dealings Act 1971) in the same way as at present in Scotland and Northern Ireland, and that we ask all Councils in Wales to make a similar request through the Welsh Local Government Association.
- b. Notes that there is public support for the creation of a bank holiday on St. David’s Day in Wales, and that the Welsh Government has on numerous occasions asked the UK Government to devolve the necessary powers.
- c. Asks Cabinet to investigate the possibility and implications of denoting St David’s Day as an additional day of paid leave for its staff on March 1st annually.
- d. Asks Cabinet to consider how the Council can further support St. David’s Day celebrations on and around March 1st, working in conjunction with Town and Community Councils and other key partners to deliver cultural and economic benefits.”

12 .2 NOTICE OF MOTION SUBMITTED BY COUNCILLOR JOHN JAMES

“That this Council acknowledges the severe negative impact the cost of living crisis is having already on the everyday life of Carmarthenshire residents and in this instance on families sending their children to school and paying for items such as uniforms, stationery, food, as well as coping with the lack of transport to school.

Also, that this Council respectfully requests the Council’s Cabinet to reinstate the School Transport Advisory Panel made up of a political balanced membership as well as the appropriate Cabinet Member and supported by all relevant personnel to investigate all options that could help these families.”

12 .3 NOTICE OF MOTION BY COUNCILLOR SHELLY GODFREY-COLES

“That this council demonstrates support for all victims of domestic abuse and has a zero policy towards perpetrators.

To increase support for victims of domestic abuse this Council will also reform our White Ribbon Ambassador scheme to make it cross party, commit to strengthening relationship with local domestic abuse charities and launch a social media campaign educating and supporting residents on the issues of domestic abuse”.

13. PUBLIC QUESTIONS (NONE RECEIVED).

14. QUESTIONS BY MEMBERS:-

14.1 QUESTION BY COUNCILLOR KEVIN MADGE TO COUNCILLOR DARREN PRICE, LEADER OF THE COUNCIL

"I would like to know from the Leader of the Council what action is going to be taken to put the Garnant Workman's Hall in a safe condition before winter and resolve the biggest eye sore in the Amman Valley, in addition it is the biggest fire risk in Carmarthenshire and a danger to all local residents".

14.2 QUESTION BY COUNCILLOR KEVIN MADGE TO COUNCILLOR EDWARD THOMAS, CABINET MEMBER FOR TRANSPORT, WASTE AND INFRASTRUCTURE SERVICES

"I would like to know from the Cabinet member what action is going to be taken to repair the footbridge at Golwg yr Amman to Cwmamman Park. It is 26 years old and is rusting away and needs urgent re painting and cleaning before it rust away and needs replacing".

14.3 QUESTION BY COUNCILLOR KEVIN MADGE TO COUNCILLOR JANE TREMLETT, CABINET MEMBER FOR HEALTH AND SOCIAL SERVICES

"Could I have an update regarding the Cwmamman Day centre. When are the County Council planning to open the Day centre for the whole week providing 30 clients with services. In addition, what are your plans to open the kitchen at centre for local people to enable the provision of meals on wheels and a luncheon club on a Thursday for local pensioners".

14.4 QUESTION BY COUNCILLOR MARTYN PALFREMAN TO COUNCILLOR GARETH JOHN, CABINET MEMBER FOR REGENERATION, LEISURE, CULTURE AND TOURISM

"It is noted that Carmarthenshire will receive £38.6m over the next 3 years through the UK Government's Shared Prosperity Fund and that a high-level regional Investment Plan has been submitted for approval. Please could the Cabinet Member for Regeneration, Leisure, Culture and Tourism advise on the following:

1. The process for agreeing which local projects go forward and who will be involved in these decisions.
2. Arrangements for ensuring that the needs and priorities of all communities across Carmarthenshire are reflected in the approved projects.
3. Whether safeguards in place to ensure that local priorities are not subsumed into those set at regional level, and what these safeguards are.
4. The state of preparedness of proposed projects, which will obviously need to 'hit the ground running' to optimise spend and outcomes, particularly in Year 1.
5. Whether the spend profile for the Fund is split proportionately

across each year, with a smaller allocation in Year 1 because approved projects are unlikely to start until late 2022 at the earliest”.

15. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE)

15 .1 STANDARDS COMMITTEE - 13TH JUNE 2022

15 .2 APPOINTMENTS COMMITTEE 'B' - 6TH JULY 2022

15 .3 LICENSING COMMITTEE - 12TH JULY 2022

15 .4 GOVERNANCE AND AUDIT COMMITTEE - 15TH JULY 2022

15 .5 MEMBER APPOINTMENTS COMMITTEE - 22ND JULY 2022

15 .6 PLANNING COMMITTEE - 28TH JULY 2022

15 .7 STANDARDS COMMITTEE - 28TH JULY (RECONVENED 4TH AUGUST 2022)

15 .8 PLANNING COMMITTEE - 18TH AUGUST 2022

15 .9 STANDARDS COMMITTEE - 25TH AUGUST 2022

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COUNTY COUNCIL

13 JULY 2022

PRESENT: Councillor R.E. Evans (Chairman)

Councillors (In Person):

S.M. Allen	P. Cooper	B. Davies	L. Davies
S.L. Davies	L.D. Evans	N. Evans	W.T. Evans
P.M. Hughes	A. Lenny	D. Price	B.A.L. Roberts
E.G. Thomas	J. Tremlett	A. Vaughan Owen	

Councillors (Virtually):

L.R. Bowen	K.V. Broom	J.M. Charles	M.D. Cranham
D.M. Cundy	S.A. Curry	A. Davies	C.A. Davies
W.R.A. Davies	T.A.J. Davies	C. Davies	G. Davies
H.L. Davies	K. Davies	L.M. Davies	T. Davies
A. Evans	D.C. Evans	H.A.L. Evans	S. Godfrey-Coles
A.D. Harries	T.M. Higgins	J.K. Howell	P. Hughes-Griffiths
J.D. James	M. James	R. James	J.P. Jenkins
G.H. John	B.W. Jones	A.C. Jones	D. Jones
G.R. Jones	H. Jones	M.J.A. Lewis	N. Lewis
A. Leyshon	K. Madge	A.G. Morgan	D. Nicholas
D. Owen	M. Palfreman	E. Rees	S.L. Rees
E.M.J.G. Schiavone	J. Seward	H.B. Shepardson	E. Skinner
R. Sparks	D. Thomas	M. Thomas	F. Walters
P.T. Warlow	D.E. Williams	J. Williams	

The following Officers were in attendance (In Person):

W. Walters, Chief Executive;
P.R. Thomas, Assistant Chief Executive (People Management & Performance);
C. Moore, Director of Corporate Services;
J. Morgan, Director of Community Services;
L.R. Jones, Head of Administration and Law;
G. Morgan, Head of Democratic Services;
L. Jenkins, Cabinet Support Officer;
S. Davies, Head of Access to Education;
A. Williams, Head of Waste and Environmental Services;
K. Thomas, Democratic Services Officer;
R. Morris, Members Support Officer;
K. Evans, Assistant Democratic Services Officer;
S. Rees, Simultaneous Translator;
J. Owen, Democratic Services Officer [Minute taker].

The following Officers were in attendance (Virtually):

N. Daniel, Head of ICT and Corporate Policy;

E. Bryer, Democratic Services Officer;

M. Evans Thomas, Principal Democratic Services Officer.

Chamber, County Hall, Carmarthen, SA31 1JP and remotely:- 10:00am - 10:43am

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J.P. Hart, M. Donoghue, B.D.J. Phillips and G.B. Thomas.

2. DECLARATIONS OF PERSONAL INTERESTS.

Councillor / Officer	Minute Number	Nature of Interest
Mr N. Daniel Mr A. Williams	5. RECRUITMENT TO THE POST OF DIRECTOR OF PLACE (Permanent appointment)	An officer incumbent to the report had a personal and prejudicial interest in this item and therefore left the meeting during the deliberation of the report and voting thereof.

3. CHAIR'S ANNOUNCEMENTS.

- The Chair announced the following visits/events he had recently attended:-
 - Welcomed the Commonwealth Games 2022 Queen's Baton to Pembrey Country Park, on behalf of Carmarthenshire.
 - Visited, together with Councillor Edward Thomas, a resident of Llandeilo who had recently turned 103 years of age and during the visit met another resident who was 110 years old.
- The Chair congratulated two members of staff, and who were recently presented with the British Empire Medal, for services to Health and Social Care during the Covid 19 pandemic. Lyndsay McNicholl, a very dedicated Care Home Manager with over two decades of experience in the care sector, was awarded with the British Empire Medal for going above and beyond during the pandemic. Lisa Randell, a front-line support worker at a residential care home for older adults was awarded with the British Empire Medal as during the pandemic she was asked to take a temporary senior position when her colleague had to shield.

The Chair congratulated both Ms McNicholl and Ms Randell in person with Council Members showing their appreciation with a standing ovation.

- The Chair expressed his personal congratulations to Dame Nia Griffiths MP on being awarded the British Empire Medal for her political and public service.

4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 22 JUNE 2022

RESOLVED that the minutes of the meeting of Council held on the 22nd June, 2022 be signed as a correct record.

5. RECRUITMENT TO THE POST OF DIRECTOR OF PLACE (Permanent appointment)

[NOTE: Mr N. Daniel and Mr A. Williams having earlier declared their interest in this item left the meeting during its deliberation and voting thereof.]

The Council received a report which set out the arrangements for the recruitment to the permanent post of Director of Place.

In presenting the report, the Cabinet Member for Organisation and Workforce stated that Council at its meeting on the 13th October, 2021 endorsed the decision to introduce temporary arrangements to fulfil the duties of the Director's responsibilities following the resignation of the previous Director of Environment who left the Authority on the 31st December 2021.

It was reported that the post of Director of Place was a Chief Officer post and any appointment to such a post where the salary is £100,000 or more, was governed by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014. In addition, the Regulations required the Council to endorse the Job Profile, make arrangements for the post to be publicly advertised in such a way that it would bring it to the attention of persons who are qualified to apply for it and ensure that the job profile to be sent to any person on request.

In response to a query regarding detail on operational deliverables within the job profile the Assistant Chief Executive (People Management & Performance) reported that alongside the job profile a comprehensive application pack which covers the necessary operational detail would be sent out to the interested candidates.

In response to a number of comments on the title of the post 'Director of Place', the Chief Executive stated that she would take on board the comments made and would review the input prior to making a decision outside of the meeting.

A comment was raised regarding the current constraints within the Council Constitution which prevented the involvement of Scrutiny Committee and/or Planning Committee in the development of the Job Profile/Post Title. In response, the Council was advised that the due process had been followed as the personnel function was delegated to the Chief Executive, Director or relevant Head of service.

In response to a question as to why a recruitment process had to take place, the Head of Administration and Law explained that the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 only allowed interim arrangements for up to 12 months and due process had therefore been followed.

In response to a query raised regarding the provision of job share, the Assistant Chief Executive (People Management & Performance) reported that the potential to job share the role was available and that this would be included in the advert.

RESOLVED that subject to the Chief Executive re-visiting the job title and satisfying herself on that point, the Job Profile, Person Specification and the Job Advert for the post of Director of Place appended to the report at Appendix A and B respectively be endorsed.

6. PUBLIC QUESTIONS:-

6.1. QUESTION BY MS ELLEN HUMPHREY TO COUNCILLOR A. LENNY, CABINET MEMBER FOR RESOURCES

“Second home ownership is a significant issue for local communities and local first-time buyers in rural Carmarthenshire. Will Carmarthenshire County Council implement the second home council tax premium of 300% from April 2023?”

Response by Councillor Alun Lenny – Cabinet Member for Resources:-

Thank you for your question it is indeed a most timely one. Before specifically addressing your question please forgive me if I do for a minute or two try to explain where we stand on this, what the latest development is and what has happened since you have tabled this question at a national level.

This Council is very concerned about the damage that the unreasonable growth in the number of second homes has especially for beach side resorts like Llansteffan but also to rural towns as well like Cilgwyn and Myddfai. In my opinion it is completely unacceptable for people who are rich enough to afford a second home are denying local young people from buying their first home in their own communities. And by pushing the house prices up beyond any means, we say a second home but it's a second house in a way because you can't call a house by somebody who only spends a few weeks a year as a home. It is not a problem in Wales only of course. People from Cornwall and in the Lakes and also in the Northeast of England also face the same problem. I discussed it with the Chair of the Planning Committee in Northumberland, but in Wales of course, language is a unique factor.

Last year this Council called on the Welsh Government to give new powers to Local Authorities to take action in this area not only for the right to raise a higher premium but also via the planning regime and also to put a cap on the number of second homes in any specific area. I am pleased to say that this is going to happen thanks to the agreement between Plaid Cymru and Labour in the Senedd, a package of measures was announced last week which to some extent was according to what we as a Council would have called for.

Among the measures the Welsh Government recommends creating three new classes of house use which is, main home, a second home and holiday lets on short term basis. Local Planning Authorities based on evidence will have the right to insist that every owner has to get planning permission if they want to change the use of a house from one class to another.

The National Planning Policy will also change in also to give Local Authorities the right to manage the number of second homes and holiday homes in any community. It is an intention to present a statutory Licensing Plan for every holiday home including short term holiday lets. Also measures to increase the rates for second homes and on holiday lets.

In terms of your specific question, if Carmarthenshire Council is going to raise the premium of 300% on second homes, as I said only last week this new package came from the Welsh Government so the Cabinet has not had an opportunity to discuss it yet, but we will be discussing it very soon and I can assure you that we are determined to make full use of the additional powers that we have received from the Welsh Government.

Thank you very much once again for your question on this extremely important matter.

Supplementary Question by Ms Ellen Humphrey:-

Is the Council looking at any other means to help tackle the issue of second homes/holiday homes and is this something that the Council gathers data on to analyse trends at a local level – villages and towns to see where the hotspots are?

Response by Councillor Alun Lenny – Cabinet Member for Resources:-

The raft of measures we have had from Welsh Government will be something the Cabinet will be looking at and as former Chair of Planning I felt strongly that it isn't just the premium that needs to be looked at but the new regulations now regarding the three types of houses that are being introduced, being a first home, second home and holiday home that the measures being proposed by the Welsh Government as a result of a deal between Plaid Cymru and the Labour Party those measures will include giving local Planning Authorities the Power to decide on the change of use from one type of property to another. So, this goes far beyond the 300% premium proposal which will be a power given to us. But as I said, because these measures only came to us from Welsh Government last week the Cabinet has not had an opportunity yet to consider them in detail. But I can assure we will be doing so shortly.

7. QUESTIONS BY MEMBERS

The Chair advised that no members questions had been received.

8. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE)

The Chair stated that the minutes outlined on the agenda were available for information on the Council website.

CHAIR

DATE

COUNTY COUNCIL 14TH SEPTEMBER 2022

COMPOSITION OF THE COUNCIL'S SCRUTINY, REGULATORY AND OTHER COMMITTEES AND THE APPOINTMENT OF MEMBERS TO SERVE UPON THEM

REVIEW FOLLOWING THE DECISION OF COUNCILLORS SHAREN DAVIES, JASON HART AND LOUVAIN ROBERTS TO JOIN THE INDEPENDENT GROUP.

RECOMMENDATIONS/KEY DECISIONS REQUIRED:

That as a result of changes to the overall political composition of the Council,

1. To adopt the changes to the number of seats held by the Independent Group and Unaffiliated Members as detailed within Tables 1, and 3 of the report.
2. In accordance with Corporate Procedure Rule CPR 2 (2) (n) to approve changes in Committee membership as a result of recommendation 1 above (as detailed within the report).
3. To note that there are no changes to the number of seats held by the Plaid Cymru and Labour Groups.
4. In accordance with Part 6 of the Local Government (Wales) Measure 2011 to note that the existing arrangements for the allocation of the 5 Scrutiny Chairs remains unchanged.

REASONS:

Section 15 of the Local Government and Housing Act 1989, requires a review of the arrangements for the allocation of seats to political groups.

Relevant Scrutiny Committee Consulted N/A

Cabinet Decision Required NO

Council Decision Required YES

Cabinet Member Portfolio Holder – Cllr Darren Price (Leader)

Directorate	Chief Executive's	Tel Nos.
Name of Head of Service:	Designations:	01267 224012 LRJ
Linda Rees Jones	Head of Administration & Law	01267 224026 GM
Report Author	Democratic Services Manager	E Mail Addresses:
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EXECUTIVE SUMMARY

COUNTY COUNCIL 14TH SEPTEMBER 2022

COMPOSITION OF THE COUNCIL'S SCRUTINY, REGULATORY AND OTHER COMMITTEES AND THE APPOINTMENT OF MEMBERS TO SERVE UPON THEM

REVIEW FOLLOWING THE DECISION OF COUNCILLORS SHAREN DAVIES, JASON HART AND LOUVAIN ROBERTS TO JOIN THE INDEPENDENT GROUP

In accordance with the Constitution, the Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council.

The Chief Executive has received notice from Councillors Sharen Davies, Jason Hart and Louvain Roberts that they had joined the Independent Group, and a request has been made to review arrangements.

In accordance with the requirements of the Local Government and Housing Act 1989 the Local Government (Committees and Political Groups) regulations 1990, as amended, and the Local Government Wales (measure) 2011, the Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council, as far as possible.

The attached report sets out the suggested revised Committee allocations together with changes in Committee membership put forward by the Independent Group.

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: Linda Rees Jones, Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	NONE	NONE	NONE	NONE	NONE

Legal

Committees are to be appointed in accordance with the requirements of the Local Government and Housing Act 1989, the Local Government (Committees and Political Groups) regulations 1990, as amended, and the Local Government (Wales) Measure 2011.

The Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council.

The Council's constitution sets out arrangement for appointment to fill vacancies on Committees

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees Jones, Head of Administration & Law

1.Scrutiny Committee - Not applicable

2.Local Member(s) - Not applicable

3.Community / Town Council - Not applicable

4.Relevant Partners - Not applicable

5.Staff Side Representatives and other Organisations - Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Local Government and Housing Act 1989 – Sections 15 and 16		https://www.legislation.gov.uk/ukpga/1989/42/part/II/crossheading/political-balance-on-committees-etc
The Local Government (Committees and Political Groups) Regulations 1990		https://www.legislation.gov.uk/uksi/1990/1553/contents/made
The Local Government Act 2000		https://www.legislation.gov.uk/mwa/2011/4/contents
The Local Government (Wales) Measure 2011		https://www.legislation.gov.uk/ukpga/2000/22/contents

REPORT OF THE CHIEF EXECUTIVE
COUNCIL MEETING 14TH SEPTEMBER 2022
REVIEW OF THE COMPOSITION OF THE COUNCIL'S COMMITTEES AND THE
APPOINTMENT OF MEMBERS TO SERVE UPON THEM

1. INTRODUCTION

The Chief Executive received notice from Councillors Sharen Davies and Louvain Roberts on the 8th July and Councillor , Jason Hart on the 26th July that they had joined the Independent Group of the Authority. In accordance with the requirements of the Local Government and Housing Act 1989 the Local Government (Committees and Political Groups) regulations 1990, as amended, and the Local Government Wales (measure) 2011, the Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council, as far as possible.

2. POLITICAL BALANCE AND COMPOSITION OF COMMITTEES

2.1. Composition of Committees and Panels of the Council

The membership of the political groups as at 27th July 2022 is as follows :-

Political Group	Number of Members	% of Council Membership
Plaid Cymru	38	50.7
Labour	23	30.7
Independent	11	14.7
Unaffiliated	3	4
TOTAL	75	100.1

The Council democratic structure comprises:

Cabinet	10 members
5 X Scrutiny Committees	67 Members (Non Executive Members)
Regulatory and other Committees	101 Members

Note:

- *Members of the Executive (Cabinet) cannot serve on Scrutiny Committees, the remaining 65 members must therefore be allocated the all Scrutiny seats.*

- *The members serving on the Standards Committee do not need to reflect the political balance of the Council as a whole but they have been included within the above figures.*
- *It is not a statutory requirement to ensure that the Governance & Audit Committee is politically balanced however the Authority has chosen to include the Governance & Audit Committee in its calculations Only one member of the Cabinet can serve on the Governance & Audit Committee and this must not be the Leader of the Council.*
- *Only one member of the Cabinet can serve on the Democratic Services Committee and this must not be the Leader of the Council.*

2.2. Allocation of Seats

In order to reflect the new arrangements, the unaffiliated members will relinquish 7 seats to the Independent Group. There is no change to the Plaid Cymru, or Labour Group allocations.

It is suggested that the composition of Committees within the democratic decision making structure be amended as shown in Tables 2 and 3 below with the Seats allocated, to reflect as far as possible, the political balance of the Council as a whole. *As the requirement to ensure proportionality across political groups does not extend to members who have chosen to be unaffiliated, the number of seats allocated to the unaffiliated members will automatically be rounded down if there is an anomaly in the figures.*

The resultant membership changes are included within this report.

TABLE 1

ALLOCATION OF SEATS ON REGULATORY, SCRUTINY AND OTHER COMMITTEES AND THE PENSION COMMITTEE	% COUNCIL MEMBER-SHIP	168
Plaid Cymru	50.7	85 (85.12)
Labour	30.7	52 (51.52)
Independent	14.7	25 (24.64) (18)
Unaffiliated	4	6* (6.72) (13)
TOTAL	100.1	168

* Rounded down

Note:

If the allocation of seats on committees is not made on a politically balanced basis then the decision by council to do this must be unanimous “without any member of the authority or committee voting against them.” S17(b) of the Act.

In accordance with the Local Government and Housing Act 1989, there is a requirement to ensure proportionality across political groups, this does not extend to members who have chosen to be unaffiliated. The Authority has however historically assigned any remaining unallocated seats to the unaffiliated members, rounding down the unaffiliated seats where necessary if there is an anomaly in the figures.

TABLE 2a - Scrutiny Committees (67 seats)

5 SCRUTINY COMMITTEES		
Political Group	Number of Scrutiny Seats	Allocation of seats on Scrutiny Committees
	67	
Plaid Cymru	34 (33.9)	4 X 7 SEATS & 1 X 6 SEATS
Labour	21 (20.5)	1 X 5 SEATS & 4 X 4 SEATS
Independent	10 (9.8) (7)	5 X 2 SEATS
Unaffiliated	2* (2.7) (5)	2 X 1 SEAT
	67	

* rounded down

TABLE 2B

SCRUTINY COMMITTEE	TOTAL NO OF SEATS	PLAID CYMRU GROUP	LABOUR GROUP	IND GROUP	UN AFF
Community & Regeneration	13	7	4	2 (1)	0 (1)
Education & Children	14 + 5 (co-opted)	7	4	2	1
Environmental & Public Protection	13	6	5	2 (1)	0 (1)
Policy & Resources	13	7	4	2 (1)	0 (1)
Social Care & Health	14	7	4	2	1
Total	67	34	21	10	2*

* previous figures in brackets

Following discussion, the following seats will be transferred to the Independent Group :-

- 1 x Seat on the Community & Regeneration Scrutiny Committee – the seat previously held by Councillor Jason Hart (Formerly unaffiliated) will be taken by Councillor Anthony Davies (Independent Group)
- 1 x Seat on the Environmental and Public Protection Scrutiny Committee – the seat held by Councillor Michael Cranham (Unaffiliated) will be taken by Councillor Sharen Davies (Independent Group)
- 1 x Seat on the Policy & Resources Scrutiny Committee – the seat held by Councillor John Jenkins (Unaffiliated) will be taken by Councillor Jason Hart (Independent Group)

The Independent Group has also nominated Councillor Louvain Roberts to fill its existing vacant seat on the Social Care and Health Scrutiny Committee.

TABLE 3 - REGULATORY AND OTHER COMMITTEES (101 SEATS)

In order to reflect the political balance of the Council as a whole it is suggested that the allocation of seats on the remaining Committees should be as follows, however it will be appreciated that because of the different sizes of committees it makes it impossible for every committee to exactly reflect the political balance of the Council as a whole. The composition of committees has therefore been drawn up to mirror as closely as possible the political balance of the Council.

COMMITTEE/ PANEL	TOTAL NO OF SEATS	PLAID CYMRU GROUP	LABOUR GROUP	INDEPENDENT GROUP	UNAFFILIATED MEMBERS
Appeals	6	3	2	1	0
Appointments Directors (Leader + 6 CM's + 9 non executive members)	16	8	5	3 2	0 1
Appointments Heads of Service (4 CM's + 6 non-executive members)	10	5	3	2 1	0 1
Democratic Services	5	2	2	1	0
Dyfed Pension Fund Committee + 1 permanent sub	3	2	1	0	0
Governance & Audit	8	4	3	1	0
Housing Review Panel +1 sub per group	8	3	2	1	2
Licensing	14	8	4	2 1	0 1
Members' Appointments	7	3	2	1	1
Planning	21	11	6	3 2	1 2
Standards	3	2	1	0	0
TOTAL	101	51	31	15 (11)	4 (8)

* previous figures in brackets

Following discussion, the following seats will be transferred to the Independent Group -

1 x Seat on Appointments Committee A – the seat held by Councillor Sharen Davies (Formerly unaffiliated) will be taken by Councillor Hugh Shepardson (Independent Group)

1 x Seat on Appointments Committee B – the seat held by Councillor Jason Hart (Formerly unaffiliated) will be taken by Councillor Hugh Shepardson (Independent Group)

1 x Seat on the Licensing Committee – the seat held by Councillor Michael Cranham (Unaffiliated) will be taken by Councillor Louvain Roberts (Independent Group)

1 x Seat on the Planning Committee – a vacant seat held by unaffiliated members will transfer to the Independent Group with the nominated Independent Group member to be notified at a later date.

3. POLITICAL BALANCE AND APPOINTMENT OF PERSONS TO CHAIR OVERVIEW AND SCRUTINY COMMITTEES

Part 6 of the Local Government Wales 2011 Measure deals with sets out the requirements for the appointment of Persons to Chair Overview and Scrutiny Committees.

The Measure states that in respect of Council's with two or more political groups and multiple scrutiny committees the political groups represented in the executive can only appoint as many chairs as are proportionate to their combined share of the council's overall membership, **rounding down** if this does not equal a whole number of chairs. It is for the executive groups together to decide upon the allocation of their entitlement to chairs between them. The rest of the Scrutiny Chairs are the "property" of those groups not represented in the Executive. If there is only one such group, that group is entitled to all the remaining Chairs.

Having taken into account the revised political composition, **the allocation for the 5 Scrutiny Chairs is as follows**

Plaid Cymru and Independent Executive 65.4 = 3.27 - rounded down to **3**.

Labour 30.7% = 1.54 rounded to the nearest whole number. = **2**

There is no requirement to include Unaffiliated Members in this calculation

COUNTY COUNCIL 14th SEPTEMBER 2022

Subject: MOTIONS ON NOTICE		
Purpose: To revisit the wording of Council Procedure Rule 12		
Recommendations / key decisions required: That the amended wording be recommended to County Council		
Reasons: To give parity of status to members signing up to a Motion on Notice.		
Relevant scrutiny committee to be consulted NO		
Cabinet Decision Required NO		
Council Decision Required YES		
CABINET MEMBER PORTFOLIO HOLDER:- Leader as Chair of Constitutional Review Working Group		
Directorate: Name of Head of Service: Linda Rees-Jones Report Author: Linda Rees-Jones	Designations: Head of Administration & Law & Monitoring Officer	Tel: Email addresses: LRJones@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

COUNTY COUNCIL

14th September 2022

MOTIONS ON NOTICE	
<ol style="list-style-type: none"> 1. Motions on Notice (NOMs) are a means for members to provoke debates in Full Council on matters which might not otherwise appear on the agenda for debate. 2. Council Procedure Rule 12 (CPR 12) enables any two members of Council to submit a Motion on Notice. The full CPR can be found at Appendix 1. However, with hindsight it is recognised that requiring one of the two members to be the “proposer” and the other the “seconder” may credit one of the two members with a bigger role in identifying the issue and submitting the NOM than the other, whereas both should equally perhaps be accorded the same status for having identified and submitted the NOM. Whilst this might not be an issue where the two members come from the same political group, the wording may not be conducive for cross-party NOMs 3. At its meeting of the 20th July 2022 the cross party Constitutional review Working Group agreed to recommend amended wording to Full Council to address this issue and to attribute equal credit to the members submitting the NOM. The proposed revised wording is set out in Appendix 2 which essentially allows two or more members to submit a NOM, and to be awarded equal standing. 4. The amended CPR has assumed that at least two members would be required for the submission of a NOM. Some local authorities allow any one member to submit a NOM, but motions cannot be debated, of course, unless they have been proposed and seconded, so requiring at least 2 members addresses that issue upfront. 5. The NOM will still need to be moved and seconded at the meeting, and the right of reply will attach to the mover on the day. 6. No other amendments to CPR 12 eg cap on number of NOMs per County Council meeting, cap on time for debate etc. have been proposed by the Constitutional Review Working Group. 	
DETAILED REPORT ATTACHED?	NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: Linda Rees-Jones, Head of Administration & Law & Monitoring Officer

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

Council Procedure Rules form part of the Council's Constitution.

2. Legal

Any amendment to Council Procedure Rules is a decision for Full Council. The amendment proposed is procedural only.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees-Jones, Head of Administration & Law

1. Scrutiny Committee – N/A

2. Local Member(s) - N/A

3. Community / Town Council – N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations - N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Council's Constitution		Available to view on Council's website

APPENDIX 1 : Motions on Notice

CPR 12 – Current Wording

MOTIONS ON NOTICE

12.1 NOTICE

Except for motions which can be moved without notice under CPR 13 and in cases of urgency, written notice of every motion, must be delivered to the Chief Executive either in hard copy (to be signed by a proposer and seconder) or by email (the proposer is required to copy in the seconder of the motion) not later than 10 a.m. 7 clear working days (i.e. clear days does not include the day the motion is received or the day of the meeting) before the Council meeting at which it is to be considered. Motions received will be entered in a book open to public inspection.

12.2 MOTIONS SET OUT IN AGENDA

Motions for which notice has been given will be listed on the agenda in the order received by the Chief Executive

12.3 SCOPE

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

12.4 ONE MOTION PER MEMBER

No member may give notice of more than one motion for any Council meeting except with the consent of the Chair.

12.5 ALTERATION OF MOTION

(a) Written amendments of Notices of Motion must be received by the Chief Executive 24 hours before the relevant Council meeting signed by the mover and seconder, and will be circulated to members by electronic means as soon as possible after receipt;

(b) Only alterations which could be made as an amendment may be made i.e.:-
(i) to refer the matter to an appropriate body or individual for consideration or reconsideration; (ii) to leave out words; (iii) to leave out words and insert or add others; or (iv) to insert or add words as long as the effect is not to negate a motion.

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APPENDIX 1 : Motions on Notice

CPR 12 – Proposed Wording

MOTIONS ON NOTICE

12.1 NOTICE

Except for motions which can be moved without notice under CPR 13 and in cases of urgency, written notice of every motion, must be delivered to the Chief Executive either in hard copy (to be signed by **at least two members** proposer and seconder) or by email (~~the proposer is~~ **all signatories** required to **be copied** ~~y in the seconder of the motion~~) not later than 10 a.m. 7 clear working days (i.e. clear days does not include the day the motion is received or the day of the meeting) before the Council meeting at which it is to be considered. Motions received will be entered in a book open to public inspection.

12.2 MOTIONS SET OUT IN AGENDA

Motions for which notice has been given will be listed on the agenda in the order received by the Chief Executive

12.3 SCOPE

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

12.4 ONE MOTION PER MEMBER

No member may give notice of more than one motion for any Council meeting except with the consent of the Chair.

12.5 ALTERATION OF MOTION

(a) Written amendments of Notices of Motion must be received by the Chief Executive 24 hours before the relevant Council meeting signed by ~~the mover and seconder~~ **two members**, and will be circulated to members by electronic means as soon as possible after receipt;

(b) Only alterations which could be made as an amendment may be made i.e.:-

(i) to refer the matter to an appropriate body or individual for consideration or reconsideration;

(ii) to leave out words;

(iii) to leave out words and insert or add others; or

(iv) to insert or add words as long as the effect is not to negate a motion.

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COUNCIL 19TH SEPTEMBER 2022

SCRUTINY COMMITTEE REMITS

CONSTITUTIONAL REVIEW WORKING GROUP RECOMMENDATIONS

UNANIMOUSLY AGREED TO RECOMMEND TO COUNCIL that Scrutiny remits be amended and that each Scrutiny be responsible for the overview and scrutiny of specific Cabinet Portfolios and their respective services as detailed within Option 2 of the report.

REASONS:

To ensure that the Council's Scrutiny Committees align more closely to the Cabinet Portfolios.

Scrutiny Committee consulted	Not applicable
Cabinet Decision Required	NO
Council Decision Required	YES

Cabinet Member Portfolio Holder(s): N/A

Directorate Name of Head of Service: Linda Rees Jones Report Author: Linda Rees Jones Gaynor Morgan	Chief Executive's Designations: Head of Administration & Law Head of Democratic Services	Tel Nos. 01267 224012 LRJ 01267 224026 GM E Mail Addresses: Lrjones@carmarthenshire.gov.uk gmorgan@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY

SCRUTINY COMMITTEE REMITS

Following the Local Government Elections in May 2022 a meeting was held between the new Group Leaders to discuss a number of issues in respect of the new Council.

As part of those discussions, the Leaders agreed to delay commencement of Scrutiny Committees meetings until September 2022 in order for the new Leader and his/her Cabinet to be formed and for Scrutiny remits to align to the new Cabinet Portfolios.

As Scrutiny is a matter for the Council, it was agreed that the Constitutional Review Working Group (CRWG) would be asked to look at options for Scrutiny Committee remits and make a recommendation to Council.

CRWG met on the 20th July 2022 and considered two options namely: -

- That the existing Scrutiny remits be revised to reflect as far as is reasonably possible Cabinet Member portfolios (Option 1)
-
- A move from the traditional model where responsibilities are listed and alternatively Scrutiny Committees to be responsible for the overview and scrutiny of specific Cabinet Portfolios and their respective services (Option 2)

Following discussion, **CRWG UNANIMOUSLY AGREED TO RECOMMEND TO COUNCIL that Option 2, as detailed in the report, be adopted, subject to Homes being moved and included within the responsibilities of the Communities and Regeneration Scrutiny Committee, and that amendment is reflected in the appendices of this report.**

**DETAILED REPORT
ATTACHED?**

**Option 1
Option 2 (as amended to take into account CRWGs
recommendation re responsibility for the homes
portfolio)**

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones, Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	NONE	NONE	NONE	NONE	NONE

Legal

The Constitution stipulates that agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments is a matter for the full Council. The Council has established the Constitutional Review Working Group to review the constitution and to make recommendations to thereon.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below
Signed: Linda Rees Jones, Head of Administration & Law

1.Scrutiny Committee Not applicable

2.Local Member(s) Not applicable

3.Community / Town Council Not applicable

4.Relevant Partners Not applicable

5.Staff Side Representatives and other Organisations Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Council Constitution		https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/

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Article 6 – Scrutiny Committees

6.1 There will be five Scrutiny Committees with the membership as indicated.

TITLE	MEMBERS	RESPONSIBILITIES
Policy and Resources Scrutiny Committee	<u>13 Members</u>	Corporate Policy/Strategy; Corporate Performance Monitoring; Communication; Customer Services; Emergency Planning; Cross-cutting Scrutiny Issues; People Management Human Resources and Performance Management ; Financial Planning and Resources; Finance; Scrutiny of the Treasury Management Strategy and Policies; Commissioning & Procurement; Physical Assets; Non-Housing Maintenance; Information Technology; Wellbeing of Future Generations Wales Act 2015; Scrutinising the Work of the Carmarthenshire Public Service Board.
Environmental & Public Protection Scrutiny Committee	<u>13 Members</u> (The Committee may also co-opt non-voting employees, officers or members of Responsible Authorities or Co-operating persons or bodies in respect of its crime and disorder functions, subject to the provisions of the Crime and Disorder (Overview and Scrutiny) Regulations 2009)	Transport, Waste and Infrastructure Services Waste and Environmental Services including Refuse Collection, Street Cleaning, Grounds Maintenance, Building Cleaning (excluding including Schools, where relevant), Public Toilets Transport and Streetscene including Fleet Management , Highways, Street Lighting, Bridges, Traffic Management, Parking Services, Flooding , Cycle paths and Rights of Way; Environmental Enforcement including Litter, Dog Fouling; Abandoned Vehicles etc; Planning Enforcement; Trading Standards; Community Safety issues including Crime and Disorder Referrals (to include a power to make a report or recommendations to the County Council and/or the Council's Executive Board); Environmental and Public Health Pest Control; Food Standards and Covid 19 regulations . Social Inclusion; the Community; Biodiversity; Zero Carbon.

TITLE	MEMBERS	RESPONSIBILITIES
Community & Regeneration Scrutiny Committee	<u>13 Members</u>	Public and Private Sector Housing; Housing Services including Council Housing, New Homes, Repairs, Maintenance and Adaptations. Homelessness Council Managed Buildings Regeneration; Economic Development and Community Regeneration; Planning Policy; Recreation and Leisure - Sport, Libraries, Museums; Tourism, Swansea Bay City Deal Regional Projects.
Social Care and Health Scrutiny Committee	<u>14 Members</u>	Social Care – Care and Support Services for Adults including Learning Disability and Safeguarding Services; Mental Health; Integrated Services – Health. Home Care; Childrens Services;
Education and Children Scrutiny Committee	<u>14 Members</u> + 5 Voting Co-opted Members : 3 elected parent governors 1 Church in Wales rep 1 Roman Catholic Church rep	Schools including Effectiveness, and Access to Education, performance, education welfare and inclusion, School Support ; Catering & school building cleaning ; Nursery Education NEETS Inclusion Special Education Needs ; Community Education including further and additional learning needs. Education Safeguarding, Children's Services ; Welsh Language (in the Community); Curriculum; Wellbeing.

6.2 Generic Terms of Reference for all Scrutiny Committees (except in the case of the Policy & Resources Scrutiny Committee and the Environmental & Public Protection Scrutiny Committee when exercising powers in relation to crime and disorder as referred to below in Paras. 6.3 and 6.4 respectively).

In respect of matters which are relevant to their thematic and other responsibilities:

- (1) To develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year, taking into account the Council's Forward Work Programme.
- (2) To review and/or scrutinise decisions made or actions taken in connection with the discharge by the Cabinet and/or the Council of any of their functions and to make reports to the Council and/or the Cabinet in connection with the discharge of any functions.
- (3) To exercise the right to call-in decisions as set out in paragraph 6.7 of this Article.
- (4) To monitor performance of the Cabinet/Authority in delivering key targets and objectives through the receipt of regular performance monitoring reports.
- (5) To scrutinise the development and implementation of service business plans including the monitoring of progress against specified actions and targets.
- (6) To monitor progress in the undertaking of WPI reviews including the recommendation of future service options/performance targets to Cabinet/Council and the monitoring of subsequent action plans.
- (7) To undertake reviews as requested by the Cabinet in response to issues highlighted by the annual risk assessment.
- (8) To participate in consideration of the authority's budget-setting process.
- (9) To contribute to the Authority's policy development and review process including the proposing of amendments to the Cabinet and/or Council as appropriate.

To receive requests from the Cabinet/Cabinet Members to contribute to the executive's decision making process by undertaking reviews of current policies/service provision and formulating views on proposed new policies or legislation.
- (10) To undertake independent research through Task & Finish Groups, One Day Inquiries etc. with the aim of supporting improvements in service delivery and contributing to the Council's policy development and reviews.
- (11) To undertake further independent research with the aim of supporting improvements in service delivery (to also undertake requests received from the Cabinet in this area).
- (12) To refer issues to Cabinet / other Scrutiny Committees for consideration (supported by evidence based reports and proposals).

- (13) To consider any matter affecting the area or its inhabitants with respect to their specific remit.
- (14) To question members of the Cabinet and/or Committees and Chief Officers and partners about their views on issues and proposals affecting the area.
- (15) To prepare an Annual Report giving an account of the Committee's activities over the previous year.

6.3 Specific *Additional* Terms of Reference for the Policy & Resources Scrutiny Committee

Where matters fall within the remit of more than one Scrutiny Committee, to determine the issue following consideration of the Committees' reports and presentations by the appropriate Chairs where the Chief Executive deems this appropriate.

To resolve any issues of dispute between scrutiny committees.

To contribute to the authority's policy development and review process in respect of corporate and cross-cutting issues.

To contribute to the development and monitoring of the Corporate and Community Strategies.

To scrutinise the Authority's Improvement Plan including specified performance targets.

To scrutinise and monitor the Council's overall performance against a set of key targets and objectives through receipt of regular performance monitoring reports.

To consider and contribute to the Council's response to reviews including the undertaking of cross-cutting reviews and scrutinising progress and issues emerging from annual risk assessment. (Note scrutiny provides the discussion and debate on which improvement depends, and audit provides assurance upon the fitness and operation of the council's systems and processes)

To monitor delivery of the Council's efficiency programme.

To scrutinise the work of the Carmarthenshire Public Service Board (in accordance with the requirements of the Well-being of Future Generations (Wales) Act 2015

6.4 Specific *Additional* Terms of Reference where the Environmental & Public Protection Scrutiny Committee is considering the exercise of powers relating to crime and disorder

To review and/or scrutinise decisions made or actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions.

To make reports and recommendations to the Council and/or the Cabinet with respect to the discharge of crime and disorder functions by the responsible authorities.

To consider at a meeting of the committee any local crime and disorder matter referred to the committee by a member of the Council. *

To decide whether to make a report or recommendations to Council and/or the Cabinet in respect of a local crime and disorder matter, having regard to any representations made by that member as to why the committee should do so.

To notify the member concerned of its decision and the reasons for its decision in any case where the committee decides not to make a report or recommendations in respect of a local crime and disorder matter.

To provide a copy of any committee report or recommendations to the member concerned (in respect of a local crime and disorder matter) and to such responsible and co-operating persons or bodies, as it thinks appropriate.

To review responses to committee reports and recommendations, and to monitor action taken by responsible and co-operating persons or bodies in relation to the discharge of crime and disorder functions by the responsible authorities.

6.5 Membership

The membership of each Scrutiny Committee will be drawn from amongst those Councillors who are not members of the Cabinet. The number of members for each Committee is identified in Paragraph 6.1 of this Article. The Scrutiny Committee responsible for Education matters will include voting co-opted members who are elected parent governor representatives and church representatives as required by the Local Government Act 2000. The Environmental & Public Protection Scrutiny Committee may also co-opt members in relation to crime and disorder matters. The Council may also appoint, on the recommendation of Scrutiny Committees, other non-voting members to serve on those committees.

* Please also refer to Part 5.7

6.6 Proceedings of Scrutiny Committees

Scrutiny committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules as set out in Part 4 of this Constitution, including where necessary consulting other committees, stakeholders or community groups.

These arrangements require that:

Any member of a Scrutiny Committee may between meetings ensure that any matter relevant to the remit of their Committee is placed on the agenda of that Committee for discussion and decision as to whether the Committee wishes to consider the matter further.

On receipt of such a request the Chief Executive will ensure that it is included on the next appropriate agenda.

Each Scrutiny Committee will be subject to the political balance rules as set out in the Local Government and Housing Act 1989.

Scrutiny Committees will meet in public except in circumstances where the committee decides that confidential or exempt information are to be discussed.

Scrutiny Committees can request members of the executive board to attend their meeting and assist them. (This power does not relate solely to scrutiny of decisions taken and can also be used to ask a Cabinet Member, for example, about forthcoming issues, provided due notice is given.)

6.7 Call-in Procedures

Any three Council members can “call in” an executive decision. A decision can be “called in” provided:

- i. that it is not an urgent matter (i.e. where there is a threat to life or where the Council’s financial or other interests, or the rights or interests of others, would be threatened if there were any delay);
- ii. that it is not in respect of matters which have previously been called in; or
- iii. that it will not result in unlawful delay in the making of the budget.

Except in cases of urgency, a decision taken by the Cabinet or by an individual Cabinet Member will not take effect until five clear working days after the decision is published on the Authority’s website and circulated via e-mail to all members.

This gives three members the opportunity to exercise the right to ‘call in’ the decision by requesting the Chief Executive to call a meeting of the relevant Scrutiny committee to consider the decision.

This is achieved by sending to the Chief Executive or her designated officer (Head of Democratic Services) within the five clear working days stipulated period a requisition / e-mail signed by no less than three members asking that the matter be “called in” and providing their reasons therefore.

Arrangements will then be made for a meeting of the relevant Scrutiny Committee to be convened within 10 working days of receipt of the request to call the matter(s) in. Members who have exercised the ‘call in’ may be asked to appear before the Committee to expand on the reasons for the ‘call in’ and to provide evidence to support their request.

Following consideration of the matter(s) called in the Scrutiny Committee can decide:

- i. Not to object to the decision, in which case it takes effect immediately;
- ii. To refer the decision back to the Cabinet, relevant Cabinet Member or Officer (whichever is the original decision maker) for further consideration, who may then amend the decision or after re-consideration, implement it without amendment. The decision then takes effect immediately and is not subject to further call-in;
- iii. Dependent upon the extent to which the scrutiny committee’s concerns relate to the specified circumstances identified above, to refer the decision to the County Council if, for example, the decision appears to represent a departure from a policy agreed by the Council.

The ‘call in’ process will be reviewed on an annual basis by the Cross Party Constitutional Review Working Group with any suggested amendments considered at the Annual Meeting of the Council.

6.8 Roles and functions of the Chairs, Vice Chairs and members of Scrutiny Committees

The Job Profile and Person Specifications for the Chair, Vice Chair and members of the Scrutiny Committees can be found in the Councillors and Co-opted Members’ Allowances Scheme (Part 6.1 of this Constitution).

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Article 6 – Scrutiny Committees

6.1 There will be five Scrutiny Committees with the membership as indicated.

TITLE	MEMBERS	RESPONSIBILITIES
Corporate Performance & Resources	<u>13 Members</u>	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <ul style="list-style-type: none"> • Leader • Resources • Organisation and Workforce
Place, Sustainability & Climate Change	<u>13 Members</u> (The Committee may also co-opt non-voting employees, officers or members of Responsible Authorities or Co-operating persons or bodies in respect of its crime and disorder functions, subject to the provisions of the Crime and Disorder (Overview and Scrutiny) Regulations 2009)	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <ul style="list-style-type: none"> • Transport, Waste and Infrastructure Services • Climate Change, Decarbonisation and Sustainability

TITLE	MEMBERS	RESPONSIBILITIES
Communities, Homes and Regeneration	<u>13 Members</u>	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <p>:</p> <ul style="list-style-type: none"> • Homes • Rural Affairs and Planning Policy • Regeneration, Leisure, Culture and Tourism
Health and Social Services	<u>14 Members</u>	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <p>:</p> <ul style="list-style-type: none"> • Health and Social Services
Education, Young People and the Welsh Language	<u>14 Members</u> + 5 Voting Co-opted Members : 3 elected parent governors 1 Church in Wales rep 1 Roman Catholic Church rep	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <p>:</p> <ul style="list-style-type: none"> • Education and the Welsh Language.

6.2 Generic Terms of Reference for all Scrutiny Committees (except in the case of the Corporate Performance & Resources Scrutiny Committee and the Environmental & Infrastructure Scrutiny Committee when exercising powers in relation to crime and disorder as referred to below in Paras. 6.3 and 6.4 respectively).

In respect of matters which are relevant to their thematic and other responsibilities:

1. To develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year, taking into account the Council's Forward Work Programme.
2. To review and/or scrutinise decisions made or actions taken in connection with the discharge by the Cabinet and/or the Council of any of their functions and to make reports to the Council and/or the Cabinet in connection with the discharge of any functions.
3. To exercise the right to call-in decisions as set out in paragraph 6.7 of this Article.
4. To monitor performance of the Cabinet/Authority in delivering key targets and objectives through the receipt of regular performance monitoring reports.
5. To scrutinise the development and implementation of service business plans including the monitoring of progress against specified actions and targets.
6. To monitor progress in the undertaking of WA reviews including the recommendation of future service options/performance targets to Cabinet/Council and the monitoring of subsequent action plans.
7. To undertake reviews as requested by the Cabinet in response to issues highlighted by the annual risk assessment.
8. To participate in consideration of the authority's budget-setting process.
9. To contribute to the Authority's policy development and review process including the proposing of amendments to the Cabinet and/or Council as appropriate.
10. To receive requests from the Cabinet/Cabinet Members to contribute to the executive's decision making process by undertaking reviews of current policies/service provision and formulating views on proposed new policies or legislation.

11. To undertake independent research through Task & Finish Groups, One Day Inquiries etc. with the aim of supporting improvements in service delivery and contributing to the Council's policy development and reviews.
12. To undertake further independent research with the aim of supporting improvements in service delivery (to also undertake requests received from the Cabinet in this area).
13. To refer issues to Cabinet / other Scrutiny Committees for consideration (supported by evidence based reports and proposals).
14. To consider any matter affecting the area or its inhabitants with respect to their specific remit.
15. To question members of the Cabinet and/or Committees and Chief Officers and partners about their views on issues and proposals affecting the area.
16. To prepare an Annual Report giving an account of the Committee's activities over the previous year.
17. Each Scrutiny Committee is also responsible for monitoring the activities of and liaising with relevant external and partnership organisations operating in Carmarthenshire to ensure that the interests of local people are enhanced by collaborative working.

6.3 Specific *Additional* Terms of Reference for the Corporate Performance & Resources Scrutiny Committee

Where matters fall within the remit of more than one Scrutiny Committee, to determine the issue following consideration of the Committees' reports and presentations by the appropriate Chairs where the Chief Executive deems this appropriate.

To resolve any issues of dispute between scrutiny committees.

To contribute to the authority's policy development and review process in respect of corporate and cross-cutting issues.

To contribute to the development and monitoring of the Corporate and Community Strategies.

To scrutinise the Authority's Improvement Plan including specified performance targets.

To scrutinise and monitor the Council's overall performance against a set of key targets and objectives through receipt of regular performance monitoring reports.

To consider and contribute to the Council's response to reviews including the undertaking of cross-cutting reviews and scrutinising progress and issues emerging from annual risk assessment. (Note scrutiny provides the discussion and debate on which improvement depends, and audit provides assurance upon the fitness and operation of the council's systems and processes)

To monitor delivery of the Council's efficiency programme.

To scrutinise the work of the Carmarthenshire Public Service Board (in accordance with the requirements of the Well-being of Future Generations (Wales) Act 2015

6.4 Specific *Additional* Terms of Reference where the Environment & Infrastructure Scrutiny Committee is considering the exercise of powers relating to crime and disorder

To review and/or scrutinise decisions made or actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions.

To make reports and recommendations to the Council and/or the Cabinet with respect to the discharge of crime and disorder functions by the responsible authorities.

To consider at a meeting of the committee any local crime and disorder matter referred to the committee by a member of the Council. *

To decide whether to make a report or recommendations to Council and/or the Cabinet in respect of a local crime and disorder matter, having regard to any representations made by that member as to why the committee should do so.

To notify the member concerned of its decision and the reasons for its decision in any case where the committee decides not to make a report or recommendations in respect of a local crime and disorder matter.

To provide a copy of any committee report or recommendations to the member concerned (in respect of a local crime and disorder matter) and to such responsible and co-operating persons or bodies, as it thinks appropriate.

To review responses to committee reports and recommendations, and to monitor action taken by responsible and co-operating persons or bodies in relation to the discharge of crime and disorder functions by the responsible authorities.

6.5 Membership

The membership of each Scrutiny Committee will be drawn from amongst those Councillors who are not members of the Cabinet. The number of members for each Committee is identified in Paragraph 6.1 of this Article. The Scrutiny Committee responsible for Education matters will include voting co-opted members who are elected parent governor representatives and church representatives as required by the Local Government Act 2000. The Environmental & Infrastructure Scrutiny Committee may also co-opt members in relation to crime and disorder matters. The Council may also appoint, on the recommendation of Scrutiny Committees, other non-voting members to serve on those committees.

6.6 Proceedings of Scrutiny Committees

Scrutiny committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules as set out in Part 4 of this Constitution, including where necessary consulting other committees, stakeholders or community groups.

These arrangements require that:

Any member of a Scrutiny Committee may between meetings ensure that any matter relevant to the remit of their Committee is placed on the agenda of that Committee for discussion and decision as to whether the Committee wishes to consider the matter further.

On receipt of such a request the Chief Executive will ensure that it is included on the next appropriate agenda.

Each Scrutiny Committee will be subject to the political balance rules as set out in the Local Government and Housing Act 1989.

Scrutiny Committees will meet in public except in circumstances where the committee decides that confidential or exempt information are to be discussed.

Scrutiny Committees can request members of the executive board to attend their meeting and assist them. (This power does not relate solely to scrutiny of decisions taken and can also be used to ask a Cabinet Member, for example, about forthcoming issues, provided due notice is given.)

6.7 Call-in Procedures

Any three Council members can “call in” an executive decision. A decision can be “called in” provided:

- i. that it is not an urgent matter (i.e. where there is a threat to life or where the Council's financial or other interests, or the rights or interests of others, would be threatened if there were any delay);
- ii. that it is not in respect of matters which have previously been called in; or
- iii. that it will not result in unlawful delay in the making of the budget.

Except in cases of urgency, a decision taken by the Cabinet or by an individual Cabinet Member will not take effect until five clear working days after the decision is published on the Authority's website and circulated via e-mail to all members.

This gives three members the opportunity to exercise the right to 'call in' the decision by requesting the Chief Executive to call a meeting of the relevant Scrutiny committee to consider the decision.

This is achieved by sending to the Chief Executive or her designated officer (Head of Democratic Services) within the five clear working days stipulated period a requisition / e-mail signed by no less than three members asking that the matter be "called in" and providing their reasons therefore.

Arrangements will then be made for a meeting of the relevant Scrutiny Committee to be convened within 10 working days of receipt of the request to call the matter(s) in. Members who have exercised the 'call in' may be asked to appear before the Committee to expand on the reasons for the 'call in' and to provide evidence to support their request.

Following consideration of the matter(s) called in the Scrutiny Committee can decide:

- i. Not to object to the decision, in which case it takes effect immediately;
- ii. To refer the decision back to the Cabinet, relevant Cabinet Member or Officer (whichever is the original decision maker) for further consideration, who may then amend the decision or after re-consideration, implement it without amendment. The decision then takes effect immediately and is not subject to further call-in;
- iii. Dependent upon the extent to which the scrutiny committee's concerns relate to the specified circumstances identified above, to refer the decision to the County Council if, for example, the decision appears to represent a departure from a policy agreed by the Council.

The 'call in' process will be reviewed on an annual basis by the Cross Party Constitutional Review Working Group with any suggested amendments considered at the Annual Meeting of the Council.

6.8 Roles and functions of the Chairs, Vice Chairs and members of Scrutiny Committees

The Job Profile and Person Specifications for the Chair, Vice Chair and members of the Scrutiny Committees can be found in the Councillors and Co-opted Members' Allowances Scheme (Part 6.1 of this Constitution).

Updated at Council 22/10/2020

* Please also refer to Part 5.7

COUNCIL
14TH SEPTEMBER 2022

**APPOINTMENT OF MEMBERS TO SERVE ON COUNCIL ADVISORY
PANELS AND OUTSIDE BODIES SUBJECT TO
POLITICAL BALANCE REQUIREMENTS**

REVIEW FOLLOWING THE DECISION OF COUNCILLORS SHAREN DAVIES, LOUVAIN ROBERTS AND JASON HART TO JOIN THE INDEPENDENT GROUP

RECOMMENDATIONS/KEY DECISIONS REQUIRED:

That as a result of changes to the overall political composition of the Council,

- 1) the allocation of seats on Mid and West Wales Fire and Rescue Authority (5) be amended as follows:-

Plaid Cymru (3) Labour (1) Independent (1)

- 2) the allocation of seats on the Council's Constitutional Review Panel (10) be amended as follows:-

Plaid Cymru (5) Labour (3) Independent (2)

- 3) As a result of recommendations 1 and 2 above, to approve the membership changes as detailed within the report/reported at the meeting.

- 4) To note that there are no political balance changes required to the membership and allocation of seats for the:

Brecon Beacons National Park Authority, Dyfed Powys Police & Crime Panel and the Pay Policy Advisory Panel.

REASONS:

Under section 15 of the Local Government and Housing Act 1989, the Council is required to undertake a review of the arrangements for the allocation of seats to political groups.

Relevant Scrutiny Committee Consulted N/A

Cabinet Decision Required NO

Council Decision Required YES

Cabinet Portfolio Holder: Cllr Darren Price (Leader)

Directorate

Name of Head of Service:

Linda Rees Jones

Report Author

Gaynor Morgan

Chief Executive's

Designations:

Head of Administration & Law

Democratic Services Manager

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EXECUTIVE SUMMARY

COUNCIL

14TH SEPTEMBER 2022

APPOINTMENT OF MEMBERS TO SERVE ON COUNCIL ADVISORY PANELS AND OUTSIDE BODIES SUBJECT TO POLITICAL BALANCE REQUIREMENTS

The Chief Executive has received notice from Councillors Sharen Davies, Jason Hart and Louvain Roberts that they had joined the Independent Group, and a request has been made to review arrangements.

As a result of revised political balance calculations: -

- the Labour Group will need to relinquish a seat on the Mid and West Wales Fire and Rescue Authority and,
- the Unaffiliated members will need to relinquish a seat on the Constitutional Review Working Group.

Following discussion with the Groups and unaffiliated members : -

- The Labour Group will confirm at the meeting the seat which they will relinquish on the Mid and West Wales Fire and Rescue Authority . The Independent Group has nominated Councillor Hugh Shepardson to take this seat.
- The Unaffiliated members have relinquished the seat held by Councillor John Jenkins on the Cross Party Constitutional Review Group and the Independent Group has nominated Councillor Hugh Shepardson to take this seat.

There are no changes required to any other outside bodies/Council advisory Panels.

DETAILED REPORT ATTACHED ?	NO
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: Linda Rees Jones, Head of Administration & Law

Policy, Crime & Disorder and Equalities NONE	Legal YES	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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Legal

These appointments are based on the political balance of the Authority.'

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees Jones, Head of Administration & Law

1.Scrutiny Committee - Not applicable

2.Local Member(s) - Not applicable

3.Community / Town Council - Not applicable

4.Relevant Partners - Not applicable

5.Staff Side Representatives and other Organisations - Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Political Group Forms		Democratic Services County Hall, Carmarthen

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COUNCIL

14TH SEPTEMBER 2022

STREET NAMING AND PROPERTY NUMBERING POLICY

Purpose:

- To put in place a policy framework that allows officers to operate the Street Naming and Property Numbering function effectively, consistently and efficiently for the benefit of residents, emergency services, businesses and visitors.
- To provide clear criteria for officers to consider the merits of applications received, including the consideration given to the Welsh language.
- To confirm the fee structure as set out within the appended report.
- To clarify the consultation process that will be undertaken both internally and externally within the Council - including liaison with local Member and/or Town and Community Council as appropriate.

Cabinet Recommendations:

1. That the Council approves the draft policy for a period of public consultation of 28 days.
2. That any representations received to the consultation, along with officer recommendations, be reported back to the Council for deliberation.

Reasons:

- To respond to the notice of motion and subsequent resolution of the Council [on the 13 of October 2021 – minute number 9.1 refers.](#)
- To ensure that the Council reflects those relevant legislative powers and duties, including The Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011, the Well Being of Future Generations Act 2015 and Sections 17 to 19 of the Public Health Act (1925).

Relevant scrutiny committee to be consulted: No

Cabinet Decision Required	YES
Council Decision Required	YES

CABINET MEMBER PORTFOLIO HOLDER: -

Cllr. Ann Davies, Cabinet Member for Rural Affairs and Planning

Directorate:	Designations:	Email addresses:
Name of Head of Service: Rhodri Griffiths	Head of Place and Sustainability	rdgriffiths@carmarthenshire.gov.uk
Report Author: Ian Llewelyn	Forward Planning Manager	irllewelyn@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

COUNCIL 14TH SEPTEMBER 2022

STREET NAMING AND PROPERTY NUMBERING POLICY

1.0 What is the current situation?

1.1 Officers already utilise a guidance document / draft policy that provides a framework to operate the Street Naming and Property Numbering function in an effective and efficient manner. However, following the notice of motion and subsequent resolution of the Council on 13 October 2021 (and the provisions of legislation and policy) the content and scope of the guidance note has been reviewed and is presented as part of this report.

1.2 Reflecting the Council's role in deciding on the names of new streets, recognition is given to the importance of the Welsh language. Consequently, the Council has actively promoted that new street names will adopt a Welsh name that is consistent with the heritage and history of the area. In this respect, advice and support is given to developers on adopting Welsh place names for new developments and consultation is undertaken with the Local Member and Town / Community Councils as appropriate.

1.3 In regards house naming, research was undertaken by Forward Planning in October 2021 as below and reflects data from applications received between 1/6/2015 – 7/10/2021 (Total of 975).

House Name Language	Applications
Welsh	500
English	231
English > Welsh	87
English > English	69
Welsh > Welsh	53
Welsh > English	35

1.4 Llangeler has the highest number of Welsh applications with 32 Applications (Trelech had 1). Llanelli Rural has the highest number of English Applications with 16 Applications (Pendine had 1). Llanfihangel ar Arth has the highest number of Welsh > English Applications at 3 Applications (Talley had 1). Pembrey & Burry Port and St Ishmael are joint top for English > Welsh at 5 Applications (St Clears had 1).

2.0 What does the policy seek to achieve?

2.1 The adoption of a policy allows for officers to apply a consistent approach allowing for:

- changes to existing property names and adding a house name to a numbered address;
- providing numbering schemes for new developments and arranging street names where appropriate;
- registration of new properties and property conversions; and
- re-naming and numbering streets where appropriate.

(Reference should also be made to the 'Purpose' section of this cover report as set out on page 1).

2.2 The address of a property is a very important issue. All public and private sector organisations, the emergency services and the general public need an efficient and accurate means of locating and referencing properties.

3.0 What are our next steps/future proposals?

3.1 Following Council approval, a full public consultation will be undertaken with any representations received reported back for Council's deliberations ahead of the intended adoption of the Policy.

3.2 It should be noted that whilst the implementation of the policy rests within the Place and Sustainability Service, an ongoing cross departmental approach is undertaken (most notably with Corporate Policy) so as to ensure that key policy considerations such as the Welsh language are taken into account.

3.2 Note: Whilst substantively complete the content of the Draft Street Naming and Numbering Policy will be subject to minor additions as it progresses through the reporting process.

REPORT ATTACHED?

Draft Street Naming and Numbering Policy

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **R Griffiths**

Head of Place and Sustainability

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The policy recognises the importance of property names of historic and / or cultural significance especially those historic Welsh names. In this regard, the policy set out aligns positively with the Well-being of Future Generations Act's goal of creating a *Wales of vibrant culture and thriving Welsh language*.

2. Legal

Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).

Reference is also made to the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the [Well Being of Future Generations Act 2015](#). With specific reference to the Well Being of Future Generations Act 2015, the following goal is cited: "*A Wales of Vibrant Culture and Thriving Welsh Language*".

3. Finance

No costs are associated with this particular report as its primary purpose is to outline and clarify the Council's position and processes with regards naming and numbering property. It is therefore not anticipated the implementation of the policy will lead to resource implications (including staffing) as the Street Naming and Property Numbering function is already being delivered through current financial provisions. Reference is made to the fee structure contained within the policy which is reflective of the current fees being charged. It should be noted the level of fees charged is discretionary and will be subject to further review.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: R Griffiths

Head of Place and Sustainability

Scrutiny Committee - As per cover sheet

2.Local Member(s) - Will be formally consulted as part of the Public consultation exercise

3.Community / Town Council - Will be formally consulted as part of the Public consultation exercise

4.Relevant Partners - Will be formally consulted as part of the Public consultation exercise

5.Staff Side Representatives and other Organisations - Will be formally consulted as part of the Public consultation exercise

**CABINET MEMBER PORTFOLIO HOLDER
AWARE/CONSULTED:**

YES

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

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Draft Street Naming and Numbering Policy

Place and Sustainability

May 2022

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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Document History

Title	Street Naming & Numbering Policy
Purpose	Legal document required under the Public Health Act 1925
Owner	CCC Place & Sustainability Division
Created by	Information Management Unit
Approved by	
Date	
Review Frequency	As required

Version	Date	Author	Notes / Changes
V0.1	April 2019	Emily Dent / Nia Tommason	Initial Draft
V0.2	Sept 2019	Emily Dent / Nia Tommason	Initial amendments and updates
V0.3	Oct 2021	Emily Dent / Myfanwy Jones / Owain Enoch / Rachel Jones	Additional amendments and updates
V0.4	May 2022	Emily Dent	Minor editorial amendments

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- 2.2 How to apply?
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Street Naming and Property Numbering Policy









1.1 Purpose of Policy

- 1.1.1 **This policy provides a framework for Carmarthenshire County Council to operate the Street Naming and Numbering function effectively and efficiently for the benefit of Carmarthenshire residents, emergency services, businesses, and visitors.**
- 1.1.2 The aim of this document is to provide advice and guidance to developers and existing property owners when considering new developments, property conversions, or single in-fill plots, as well as changing the name of an existing property. It also provides guidance to Community or Town Councils on the legal framework for operation of the Street Naming and Property Numbering function and the protocols for determining official street names and property numbers.
- 1.1.3 The primary purpose is to create addresses, which are logical and consistent and to ensure that properties can be located quickly in all situations. This is important as various organisations, services, and the general public need an efficient way of locating and referencing properties.
- 1.1.4 Street naming and numbering is an important aspect of modern life that is often taken for granted, but it is sufficiently important to need legislation to enforce the requirements of government and local government in this area.
- 1.1.5 There may be a lack of awareness (notably amongst the general public) in regards the requirement to go through a process for changing the name of a property. As part of the consultation on this policy, the Council will seek to raise awareness of this requirement. It should be noted that Section 1.2 of this policy makes it clear why it is important that the process is done correctly.
- 1.1.6 The delivery of the street naming and numbering service is provided under the Council's Scheme of Delegation, within the portfolio of the Head of Place and Sustainability. However, it should be noted that this policy seeks to make provision for consultation with elected /community representatives where appropriate / relevant.
- 1.1.7 The general approach of the Council is to seek to work with applicants in the implementation of the Street Naming and Property Numbering function via a consensus building approach. It should be noted that the Place and Sustainability service is currently in the process of launching a customer charter. The desired outcome is timely and consistent decision making where there is a good customer experience. However, there is an onus on applicants to work with officers if this outcome is to be achieved – including providing clear and accurate plans and by submitting proposals that are in keeping with this policy – notably in terms of respecting and celebrating the linguistic and historical fabric of the County.

1.2 Introduction

1.2.1 **Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).**

1.2.2 Street Naming and Numbering is an important function as it allows the Council to maintain and update the NLPG (The National Land and Property Gazetteer) which forms the foundation for use of every address in Britain. This enables:-

-  Emergency Services to find a property quickly and effectively
-  Post to be delivered efficiently
-  Visitors to locate their destination
-  Utility companies to connect their services once premises have been given a formal postal address
-  Reliable delivery of services and goods by courier companies
-  Records of Service Providers to be kept in an efficient manner
-  Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance
-  Many legal transactions associated with properties can be withheld until they are identified by a street name, house name or number, for instance.

1.2.3 The street naming and numbering policy establishes the correct process and procedures for the following activities:-

- House name change
- Add a name to an existing numbered Property
- House Naming or Numbering
- Development with a new street name
- Property Conversion into Flats or Units
- Amending schedule of development already issued
- Renaming a street at resident's request
- Naming a road where no name exists
- Confirmation of official address
- To add or change a commercial trading name to a business premises
- Request to investigate any address anomaly

1.3 Welsh Language Considerations

- 1.3.1 As a Welsh Local Authority, Carmarthenshire County Council is subject to the provisions contained within the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the Well-being of Future Generations (Wales) Act 2015 which places into legislation the aim to create '*A Wales of vibrant culture and thriving Welsh language*'. We must also consider the Welsh Government's 'Cymraeg 2050: Welsh language strategy' and the long-term approach to achieving a million Welsh speakers by 2050.
- 1.3.2 As well as establishing the role of the Welsh Language Commissioner, the Welsh Language Measure gave an official status to the Welsh language. This means that Welsh should not be treated less favourably than the English language in Wales. The measure also established the following:
- Gave the Commissioner powers to set Standards on organisations
 - Regulate organisations, and ensure they comply with the Standards
 - Promote and encourage the Welsh language
- 1.3.3 Carmarthenshire County Council believes that it should reflect the importance of the Welsh language in the services which it provides in delivering effective, bilingual services to the community. Street and property names can make a significant visual contribution to the Welsh language, making it a visible characteristic of the County. It also plays an important part in promoting the area's cultural identity, heritage, and history through the use of names which reflect these aspects of the locality.
- 1.3.4 Since the Council has the right to decide on the names of new streets, it recognises the importance of giving consideration to and promoting the Welsh language, and this policy in relation to property and street names will therefore be to promote and adopt a **Welsh** name that is consistent with the heritage and history of the area.
- 1.3.5 We will give guidance and support to developers on adopting Welsh place names for new developments. We will not support changing a property name if it would result in changes or the removal of a name of historic or cultural significance and will provide advice to the applicant and encourage them to reconsider the proposed change.
- 1.3.6 For historical developments, street names, place names and geographical features, where the difference between the Welsh and English versions of a name and street is just the spelling, we will use the Welsh version.
- 1.3.7 All existing streets that require additional or replacement Street nameplates will be given its Welsh Translation to be added to the nameplate. The Welsh translation however does not form part of the Official Street Name unless put through the Street Renaming procedure.
- 1.3.8 With regards to historical street names, any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.3.9 Carmarthenshire County Council has statutory responsibilities to maintain accurate and updated lists of the names of towns, villages, communities, as well as new developments. In each case, the Council will ensure that its lists are of a high standard and will, in association with the Welsh Language Commissioner who has the responsibility for advising on the standard forms of Welsh place-names, conduct an audit of the lists that it maintains to ensure standardisation where necessary. Where existing names have specific historical or linguistic significance, renaming will not be supported.

1.4 Well-being of Future Generations

- 1.4.1 The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environment and cultural well-being of Wales. It sets out seven national well-being goals, including 'A Wales of vibrant culture and thriving Welsh Language'. Ensuring that the naming of streets in Carmarthenshire reflects local heritage, with names for new developments which are historically, culturally, and linguistically linked, will play an important role in delivering this well-being goal.

1.5 Street Naming & Numbering Service

Who is responsible for street naming and numbering?

- 1.5.1 Carmarthenshire County Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.
- 1.5.2 It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. Royal Mail has sole responsibility for assigning a postcode following notification of new or amended address details by Carmarthenshire County Council.
- 1.5.3 The Council as the statutory naming and numbering authority undertakes appropriate checks within the Corporate Address Gazetteer and wider consultation and liaison with Royal Mail who are responsible for the [Postcode Address File \(PAF\)](#) in regard to new property and/or street names. This minimises potential duplication and confusion and ensures that a consistent and unambiguous approach is adopted across Carmarthenshire.

Street Numbering - Unregistered address

- 1.5.4 If a property is not "registered" the owner/occupier will encounter difficulties in obtaining goods and services from a variety of sources such as applying for a credit card or goods bought by mail order.
- 1.5.5 All organisations purchase their address databases from Royal Mail. If an address does not show on the database held by Royal Mail, it is interpreted that the property does not exist.
- 1.5.6 When a property is officially named or numbered by Carmarthenshire County Council, Royal Mail is notified as part of the process. Therefore, it is imperative that all Street Numbering applications are made to Carmarthenshire County Council.

How do I contact the service?

1.5.7 The Street Naming & Numbering service is operated by the Information Management Section, within Place & Sustainability, contact details are:

Normal hours are: 9.00 - 17.00 Monday – Thursday / 9.00 – 16.30 Friday.

Street Naming & Numbering Service

Address: Municipal Offices
Crescent Road
Llandeilo
SA19 6HW

Telephone: 01558 825332

Email: snn@carmarthenshire.gov.uk

Website: www.carmarthenshire.gov.wales/snn

2. Guidance for Applicants

2.1 When to apply?

2.1.1 Applications for Street Naming and Numbering services should be made by:

- Individuals or organisations wishing to add a name to an existing numbered only property
- Individuals or organisations wishing to rename an existing named property
- Individuals or developers building new properties which include new residential properties, commercial premises, industrial units and the like
- Individuals or developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process
- Individuals or developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
- Residents wishing to rename a street
- Individuals and businesses seeking confirmation of an address.

2.1.2 Applicants should consult with the Council at the earliest opportunity to avoid potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.

2.2 How to apply?

2.2.1 Download the relevant application form online: www.carmarthenshire.gov.uk/snn

There are 8 different SNN paper application forms:

Form	Application Category
SNN1	Rename an Existing Property / Add a Name to an Existing numbered property
SNN2	Single new dwelling
SNN3	Development with NO street naming [Residential & Commercial]
SNN4	Development with a NEW street name [Residential & Commercial]
SNN5	Amendment to a Development Layout [Residential & Commercial]
SNN6	Property Conversion to Flats or Units [Residential & Commercial]
SNN7	Street Renaming at Residents request
SNN8	Official registration of an Existing Property

2.3 What to submit?

2.3.1 All requests for Street Naming & Numbering services must include:

- A completed Carmarthenshire County Council Street Naming & Numbering Application Form
- An appropriately scaled location plan to a scale no less than 1:1250, and in the case of a new developments, a layout plan, indicating the position of properties in relation to geographical surroundings.
- An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units.
- The main entrance to each subdivision or block must be clearly marked.
- The appropriate fee for the specific Street Naming & Numbering service required.

3. Scale of charges

3.1 Application fees

3.1.1 The differential scale of charges outlined below is current as of 1 April 2019. The charges are reviewed on an annual basis. Charges for street naming and numbering services are zero VAT rated.

Task	Fee	
<i>House name change</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Add a name to an existing numbered Property</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>House Naming or Numbering for one dwelling</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with NO street name [Residential & Commercial]</i>	£35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [76+]	Covers the cost of investigations, production of plot to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with a NEW street name [Residential & Commercial]</i>	£150 per street + £35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [76+]	Covers the cost of investigations, consultations with Local Member(s) & Town & Community Councils, Highways, LLPG Custodian, site notice/visit, and production of plot to number schedules, notifications to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.

Task	Fee	
<i>Property Conversion into Flats or Units [Residential & Commercial]</i>	£35 + £15 per Flat/Unit	Covers the cost of investigations, production of flat/unit to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Amending schedule of development already issued following plot changes by developer</i>	£35 per plot	Covers the re-plan, amended plot to postal information, notification to Royal Mail, emergency services, other internal and external organisations, officer time and resources.
<i>Renaming a street at residents request or Naming a road where no name exists</i>	£150 + £35 per property legal costs & replacement street nameplate costs	Covers the cost of investigations, consultations and notifications to residents and internal council and external organisations including Royal Mail and emergency services, officer time and resources.
<i>Provision of official address confirmation for customer, solicitors and conveyancers</i>	£30	Covers the cost of (historic) investigations, officer time and resources.
<i>To add or change a commercial trading name to a business premises</i>	No Fee	This is because it is in the interests of the businesses and external organisations including Royal Mail to have up-to-date information
<i>Request to investigate any address anomaly</i>	No Fee	This is because it is in the interests of the residents and emergency services to have all anomalies corrected
<i>Issuing of amended address information following an error on the Council's LLPG database or Royal Mail PAF.</i>	No Fee	Where an error has occurred, it is not reasonable to apply a charge in order to correct an address database, except where the problem has arisen as a direct consequence of development occurring without the required Planning and/or Building Regulation permissions

4. Street Naming and Numbering for New Developments

4.1 General Principle

- 4.1.1 Carmarthenshire has a significant cultural, linguistic, and historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical and local context. Appropriate resources, such as the List of Historic Place-names, should also be referred to.
- 4.1.2 If no historical link can be established directly to the land under development, then adjacent areas may be explored for ideas.
- 4.1.3 If no historical or local context can be determined, and the proposed development consists of a network of streets or buildings, a theme may be suggested. Again, care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 4.1.4 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 4.1.5 The Town/Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes / and or street names' suitability for the area. The Town/Community Council and County Councillor can suggest alternative themes / and or Street Names which may have a more relevant historical and local context. Again, these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 4.1.6 Property developers submitting a request for Street Naming & Numbering services can request that the Town/Community Council and County Council suggest any themes and/or street names for a new development.
- 4.1.7 Although every opportunity is afforded to individuals or businesses in suggesting new development themes and/or street names, the Council may serve a notice of objection under Section 17 of the Act. The person or business proposing the street name may, within twenty-one days after the service of the notice, appeal against the objection to the Magistrates Court.

4.2 Use of Unofficial Marketing Titles

- 4.2.1 Carmarthenshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 4.2.2 The adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names. It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.
- 4.2.3 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possibly subject to change.
- 4.2.4 Developers should ensure that purchasers and occupiers of a property use the official address and not the name of the development. Historically this is a re-occurring problem that can lead to frustration and disappointment. Developers are to ensure that marketing is not misleading and the name of the development is not used within the official address.

4.3 Proposed Themes

4.3.1 A developer / County Councillor / The Town/Community Council proposing a theme for street naming & numbering or property naming for a new development scheme should consider the following:

- a) The suggested street or building name(s) should have a proven historical or local context and a link directly to the development site or adjacent area
- b) The suggested street or property name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and, in many respects, subjective, therefore no street or property will be named after a person either present or recent past.
- c) The only exception will be in such instances where historic geographic locations are referred to as proper names eg: Kimberley Park, John's Wood and the like
- d) The suggested street or property naming scheme will not be the same or similar to any existing names in Carmarthenshire to avoid possible confusion
- e) Where no historical or local context can be established, with the land intended for development and a network of streets will be created, the developer/County Councillor/Town/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
- f) Distinctions by suffix within the same or adjoining area are to be avoided, eg: Apple Avenue and Apple Road.
- g) Suggested street or building names which are aesthetically unsuitable should be avoided. For example: Gaswork Road, Tip House etc
- h) Names that may give rise to spelling difficulties will not be accepted.
- i) Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice from local historical or interest groups is recommended.
- j) Suggested street or building names which are capable of deliberate misinterpretation should be avoided. For example: Hoare Road, Typple Avenue, Quare Street etc
- k) Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Carmarthenshire County Council equal opportunities policies will not be acceptable.
- l) Subsidiary names, ie: a row of buildings within an already named road being called '...Terrace', should be avoided if possible.
- m) The property number 13 will not be omitted from property numbering schemes.

4.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the [Town or Community Council / County Councillor](#)
- Visiting our website at: www.carmarthenshire.gov.wales/snn
- Visiting our Libraries and Information Service website at: www.carmarthenshire.gov.wales/libraries
- View old maps of Carmarthenshire [online](#)
- Visiting Cadw's website for information on historic environment records at: [Historic environment records | Cadw \(gov.wales\)](#)
- Visit the [List of Historic Place Names](#) website
- Visit the [Welsh Language Commissioner](#) website to view a 'List of Standardised Welsh Place-names'

4.4 Approving Naming and Numbering Schemes

Street Names

- 4.4.1 All new street names should start with one of the following prefixes in the case of Welsh language translations (suffixes in the case of English translations) applied in the following context, however this is not an exhaustive list and in exceptional circumstances alternatives may be permitted.

Rhodfa (Avenue)	for any road or thoroughfare
Cylch (Circle)	for roads with the same start and end point
Clôs (Close)	for cul-de-sac only
Comin (Common)	for roads in appropriate circumstances
Cwrt or Llys (Court)	for cul-de-sac and residential blocks only
Cilgant (Crescent)	for a crescent shaped road
Tywyn (Dene)	for roads with an historic link to wooded valley
Rhodfa (Drive)	for any road or thoroughfare
Pen (End)	for cul-de-sac only
Gerddi (Gardens)	for residential roads (provided there is no confusion with local open space)
Gelli (Grove)	for residential roads
Rhiw (Hill)	for a hillside road only
Lôn (Lane)	for any road or thoroughfare in a rural area or in appropriate circumstances
Dol (Mead)	as an alternative to above
Dol (Meadow)	for any road or thoroughfare in a rural area
Stablau (Mews)	for residential roads
Parêd (Parade)	for roads in appropriate circumstances
Parc (Park)	for roads in appropriate circumstances
Llwybr (Path)	for pedestrian ways
Maes (Place)	for residential roads
Dyfroedd (Reach)	for roads in appropriate circumstances –
Crib (Ridge)	for a hillside road only
Bryn (Rise)	for a hillside road only
Heol (Road)	For any major road or thoroughfare
Rhes (Row)	for residential roads in appropriate circumstances
Sgwâr (Square)	for a square only
Stryd (Street)	for any road or thoroughfare
Teras (Terrace)	for a terrace of houses but NOT as a subsidiary name within another officially named street
Gwel y(View)	for residential roads in appropriate circumstances
Rhodfa (Walk)	for pedestrian ways
Ffordd (Way)	for any road or thoroughfare
Glanfa (Wharf)	for roads parallel or adjacent to navigable waterways

- 4.4.2 Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy.

Property Numbering Sequence

The following protocols will be applied to new development schemes:

- 4.4.3 It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming & Numbering has been allocated to the development.
- 4.4.4 Once a number has been issued to any property in Carmarthenshire then it can never be removed. This is applicable to all properties in Carmarthenshire included properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.
- 4.4.5 Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address, which is thought to have undesired associations, will not be permitted.
- 4.4.6 **The final decision on naming or numbering rests with the Street Naming and Numbering service, the official address will be confirmed once an application has been made. An address should only be used when it has been confirmed as official by the service to avoid problems.**

4.5 Identifying new and existing streets

4.5.1 The street that a property is addressed on is the street that the front door or principal entrance is accessed from. Where a new property is accessed off an existing street it will be named or numbered on that street.

4.5.2 Figure 1 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will be numbered or named:

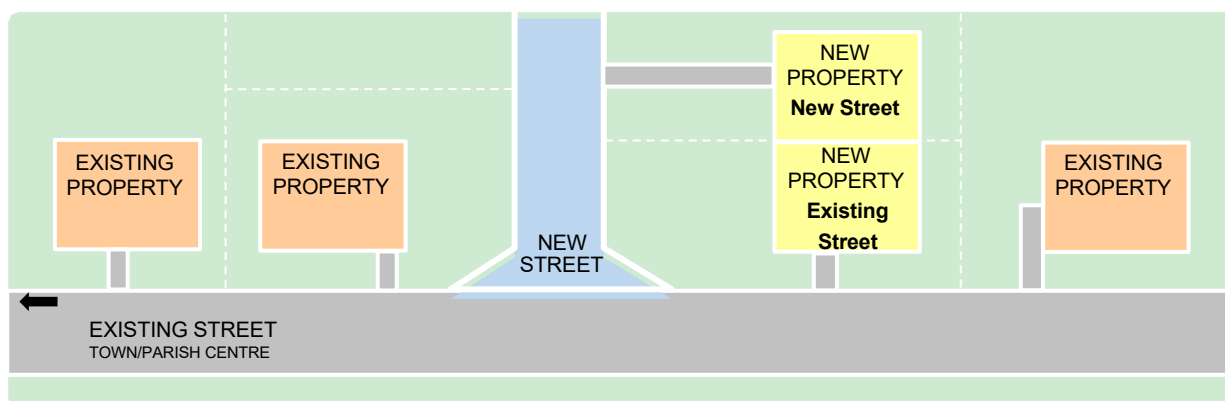


Figure 1 - New plots on both existing and new streets – accessed from existing street

4.5.3 Where the front door of a new plot is accessed from a new street and the alternative / driveway access is from an existing street or vice-versa then the property will be named / numbered on the road that the front door is accessed by:

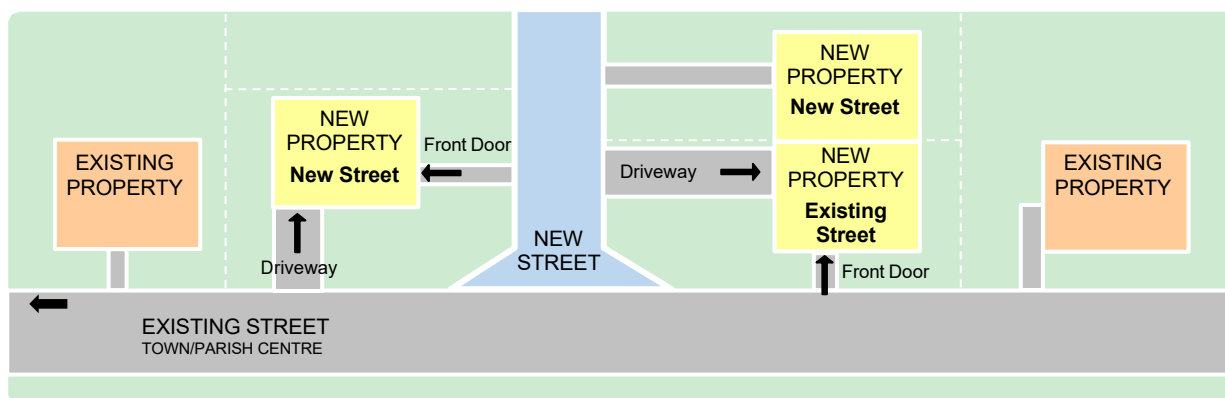


Figure 2 - New plots on both existing and new streets - multiple access on different streets

4.5.4 It is therefore important that applications are accompanied by a plan that clearly indicates the principal entrance to all properties so a correct scheme can be devised.

4.5.5 **Note that the guidance contained in this document exists to help make applications and overcome common problems encountered, it does not constitute policy and final details of the scheme will be at the discretion of the Street Naming and Numbering Service.**

4.5.6 As a rule, variations on the guidance given will not be accepted, therefore careful consideration should be made when making an application to avoid disappointment.

4.6 Conventions used for existing streets

Property naming/numbering on an existing street

- 4.6.1 Where new plots are to front onto an existing street the Street Naming and Numbering Service will assess the application once received and decide whether the new plots will be included within any numbering scheme upon that street or will be assigned names.

New plots on an existing numbered street

- 4.6.2 If plots front on to an existing numbered street, numbers out of preference will be assigned to the new properties. New properties will be numbered using gaps in the numbering system if possible:

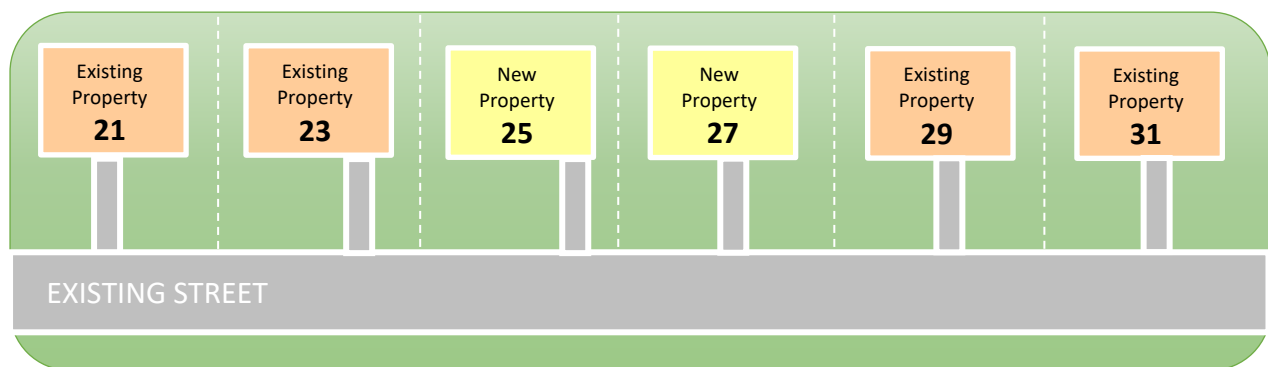


Figure 3 - New plots utilising numbers not used in the existing numbering system

- 4.6.3 Where it is not possible to use gaps in the existing numbering system, a development of up to four plots will be suffixed with the letters a-d after the preceding number:

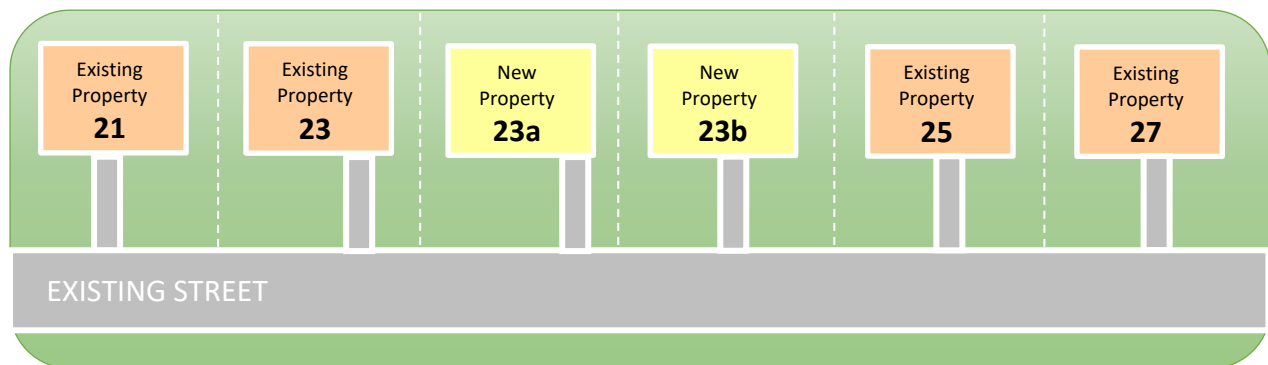


Figure 4 - New plots utilising numbers not used in the existing numbering system

4.6.4 **Infill development** (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (ie: when the infill property precedes No.1 on a numbered street) followed by a suffix of 'A', 'B' etc eg: 3A, 3B.



Figure 5 - New plots utilising numbers not used in the existing numbering system

4.6.5 If it is not practical to suffix the number, the Street Naming and Numbering Service will allow house names to be used:

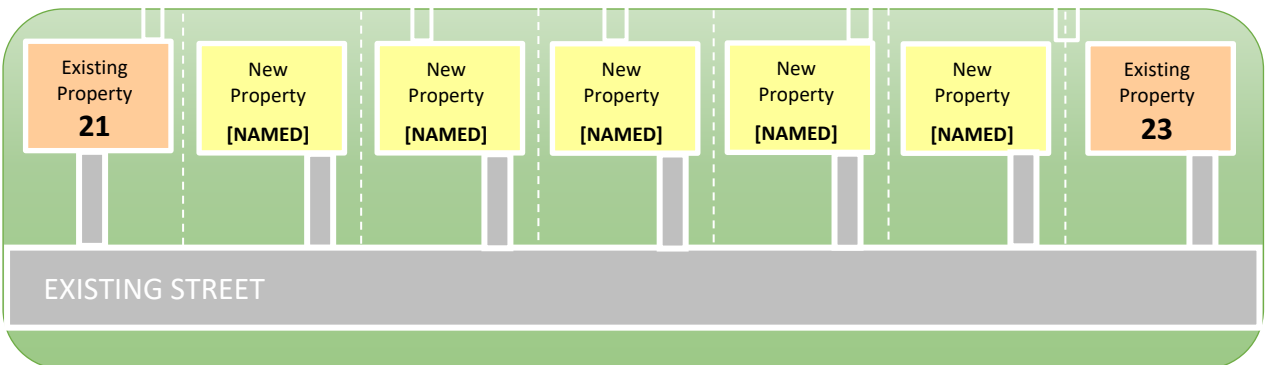


Figure 6 - New plots named on and existing street where numbering is not practical

New plots on an existing named street

4.6.6 If a street does not have an adopted numbering scheme the properties along it will have an official name as part of their address.

4.6.7 Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.

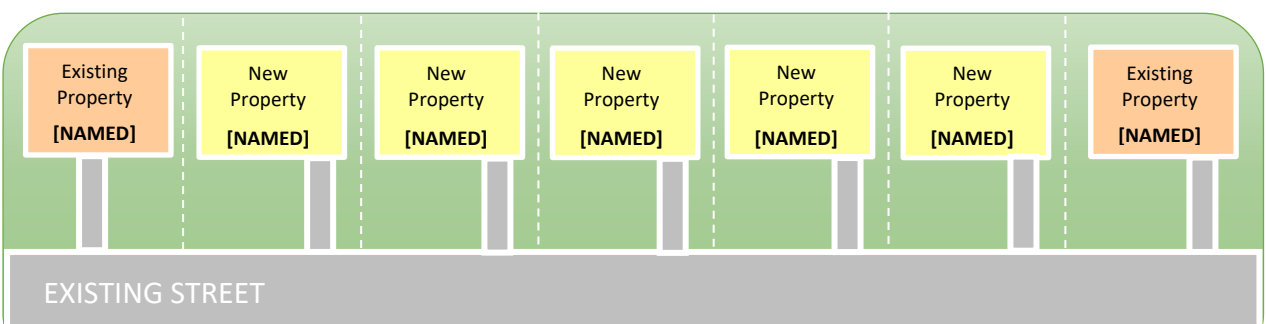


Figure 7 - New plots named on and existing street where no numbering exists

Naming of existing unnamed street

- 4.6.8 The naming of unnamed streets will only be done when a property owner on the street requests that their street be named (and suggests a name) due to the lack of a name causing a delay in Emergency Services locating the street. The resident will need to put this forward to their Community/Town Council, who will forward the request and completed application form onto us at Street Naming & Numbering.

4.7 Conventions used for new streets

- 4.71. New properties accessed off a new street will always be numbered. The standard conventions for numbering new streets are:

Odd Numbers on the left and even on the right running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.

This convention will also be used if there is a possibility that the site will be extended in the future.

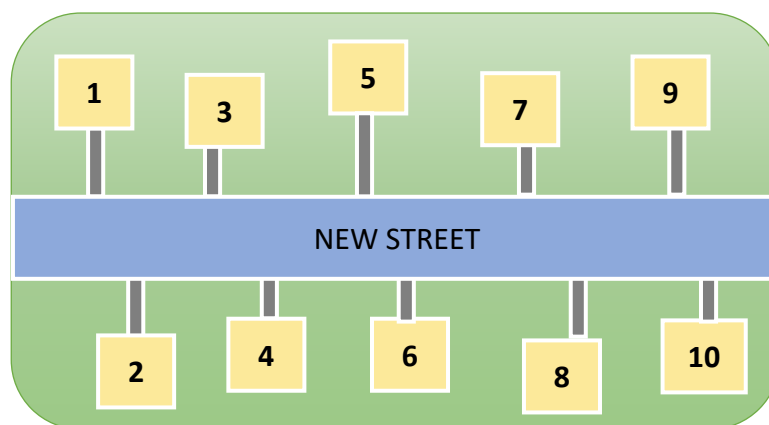


Figure 8 – Numbering along a new street

Side Roads are numbered ascending from the main road:



Figure 9 – Numbering along a side street

In small developments the numbers may be allocated consecutively at the discretion of the Street Naming and Numbering Service.

Cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.

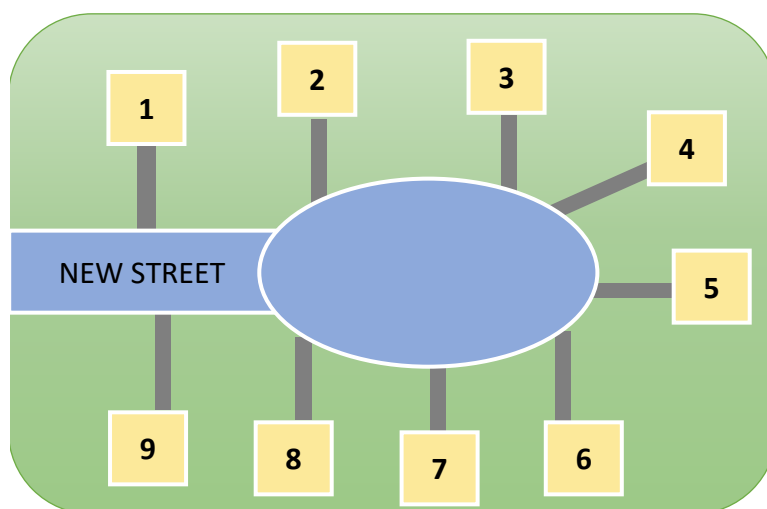


Figure 10 – Consecutive Numbering

5. Application process

5.1 New street name

New Developments: applications that **require a new street name**

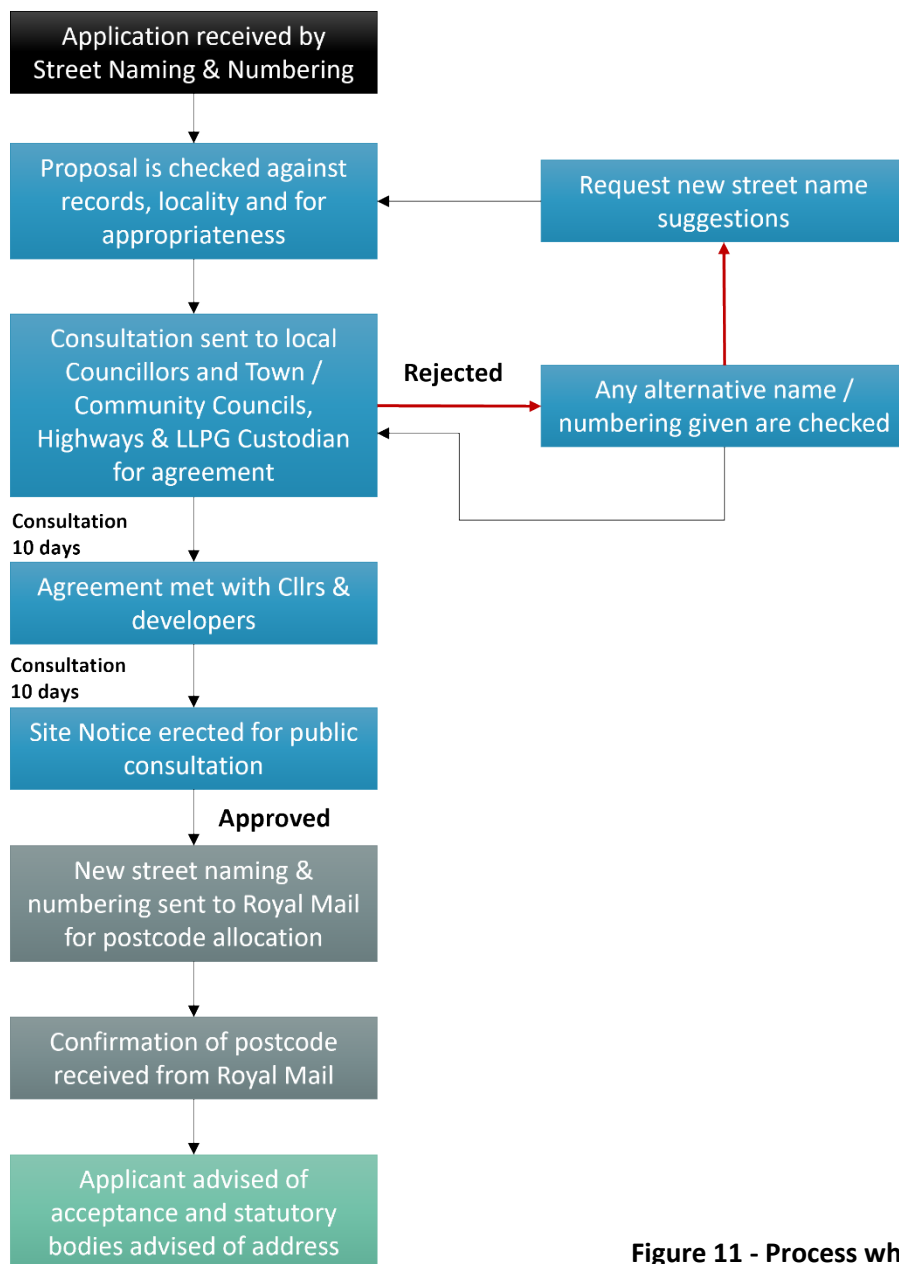


Figure 11 - Process where a new street name is created

- 5.1.1 All plots on a new development will require a full official address. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided.
- 5.1.2 To make an application you can download the relevant form online at www.carmarthenshire.gov.uk/snn. For a **new development which has NO new street name[s]**, you should complete the **SNN3** form. If the **new development requires a NEW street name[s]** then complete the **SNN4** form and return it to us with the appropriate charge.
- 5.1.3 The **timescale** of an application where a new street name is created, is approximately 6 weeks, providing the proposal is appropriate and accepted. Please note that the timescale will be prolonged if the initial proposals are rejected or if the public consultation is objected.

5.2 Proposals not relating to a new street name

5.2.1 Applications where NO new street name is created are subject to a different process which does not include consultation with County Councillors or Town and Community Councils. Such proposals may include the change of a house name, name or numbering new properties, conversions etc.

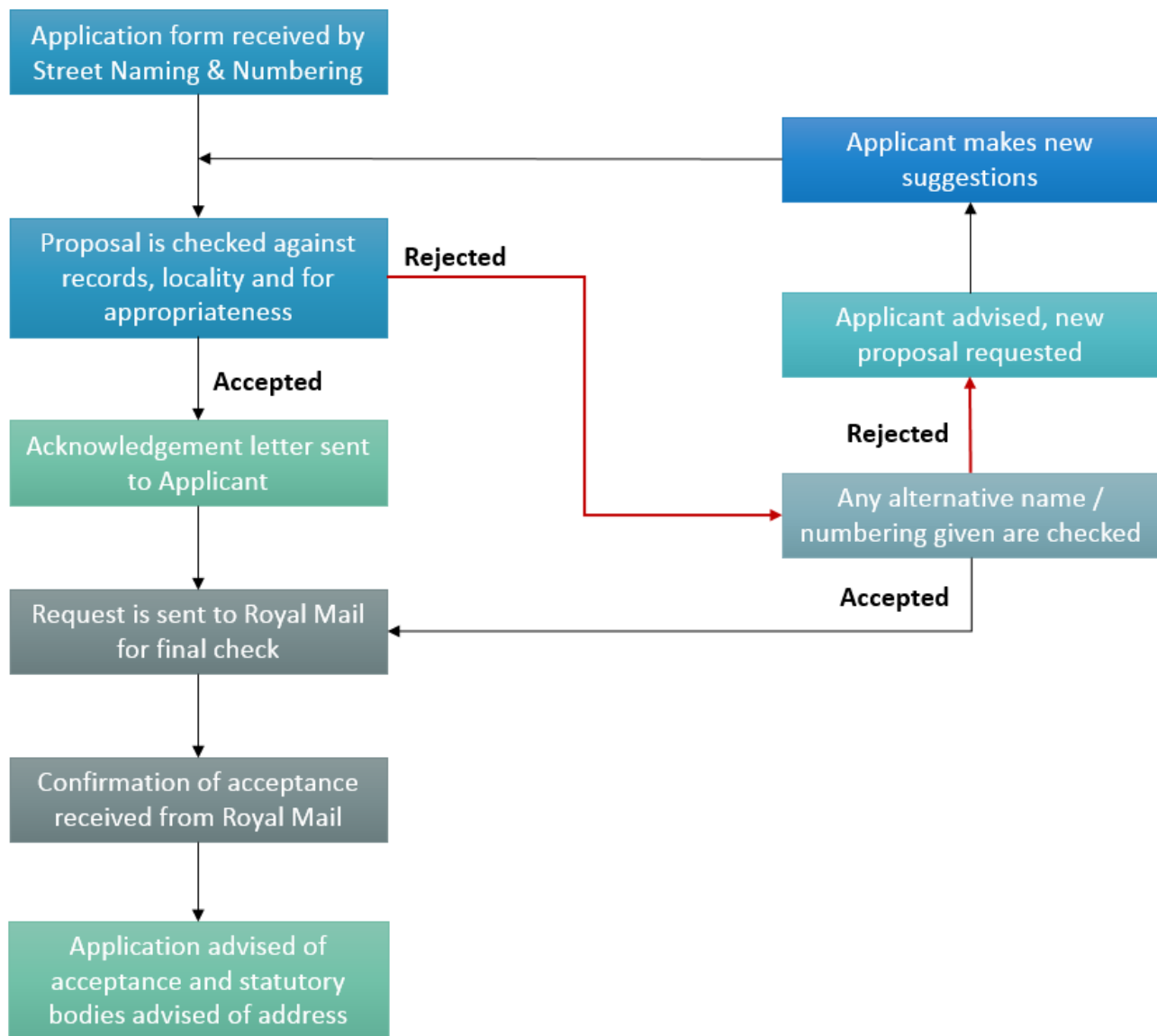


Figure 12 - Process where a NO new street name is created

5.2.2 The timescale of an application where there is NO Street name created, is approximately 14 working days if the proposal is accepted. Please note that the timescale will be prolonged if the initial proposals are rejected as alternatives will have to be provided, it is therefore important to note the guidance on selecting a suitable name / numbering and provide as many proposals as possible.

5.3 Naming an existing property

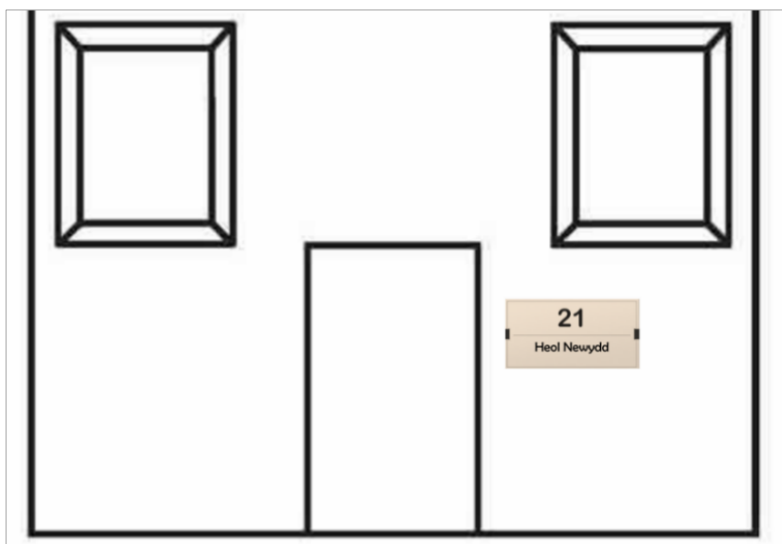
- 5.3.1 To **make an application** for a **change or to add a property name to an existing dwelling**, you should complete the **SNN1** form and return it to us with the appropriate charge. **Please note:** *to add a new address to a new property please use **SNN2***
- 5.3.2 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. A property numbered on a street that has an established numbering scheme cannot change to a name only.

5.4 New address for a single new property

- 5.4.1 To **make an application** for a **new address for a single new property**, you should complete the **SNN2** form and return it to us with the appropriate charge. **Please note:** *to have a new address created for more than one property, please use form **SNN3**.*

5.5 Selection of a suitable new name

- 5.5.1 The following types of suggestions will not be accepted by us:
- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
 - Names that are like ones that already exist.
 - Inappropriate, abusive, or offensive names.
 - Names capable of deliberate misinterpretation.
 - New names which result in the removal of an existing name deemed of important historic or cultural significance
- 5.5.2 The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease. We request that, if possible, you provide alternatives to your preferred new name as this will aid the application process.
- 5.5.3 It is recommended that a replacement house name plate is not purchased or ordered until the new official address has been confirmed by the Street Naming and Numbering Service as the name may be rejected.



5.6 Property ownership

- 5.6.1 We will accept applications for re-naming if you are the owner of the property. If you are the leaseholder, tenant, occupant or one of several occupants we will require written confirmation from the owner of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

5.7 Activation of new addresses

- 5.7.1 When a new dwelling has been named or/and numbered, but the property has not yet been completed, the address created is 'provisional'. The details are shared with Royal Mail who keep these addresses on their 'Not Yet Built' (**NYB**) database. This is to avoid the problem of post being sent out to non-existing properties on a building site. We do notify statutory bodies at this stage so they are aware of the new address.
- 5.7.2 Once the property is within 6 weeks of completion, the owners should contact our Street Naming and Numbering section and request that the address is activated for use. Royal Mail will be contacted and asked to move the address from their NYB database onto their 'Postal Address File' (**PAF**) database making it available for general use. The statutory bodies will be notified again to say that the addresses are now active.

5.8 Amendment to a development layout

- 5.8.1 To **make an application** for an **Amendment to a development layout** once a numbering sequence has been agreed, you should complete the **SNN6** form.
- 5.8.2 Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made.
- 5.8.3 The charge will be based on the extent of the revision and the amount of further work to be carried out. Refer to the scale of charges on page 8.

5.9 Conversion of barn, outbuilding or derelict building

- 5.9.1 To **make an application** for converting a **single** barn / outbuilding or derelict building you should complete the **SNN2** form. To convert **multiple** buildings, you should complete the **SNN3** form and return it to us with the appropriate charge.
- 5.9.2 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too like any other property in the area (postal town eg: Ammanford - SA18). A check will be undertaken once the application is submitted. Names that sound racist, obscene or are open to misinterpretation will not be accepted. It is considered good practice to propose names which have a historic or cultural link to the property or locality.

Barn / Outbuilding conversions within a Farm

- 5.9.3 The name of the farm/property that the barn/outbuilding conversion is located at will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.
- 5.9.4 A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.

Derelict buildings

- 5.9.5 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme, then the developed property will slot into that numbering scheme where appropriate.

5.10 Annexes

- 5.10.1 To **make an application** for a new **Annexe** to have their own address, you should complete the **SNN2** form.
- 5.10.2 Annexes to buildings eg: granny flats or ancillary accommodation, will be given the prefix 'Annexe'. The rest of the address will be the same as the parent property eg: Annexe, 1 High Street.

5.11 Land, stables, crofts, allotments, and small holdings with no dwelling

- 5.11.1 Royal Mail do not add a piece of land just for the provision of services or deliveries, even if a post-box is put on site. It either must be a residential address or a business address [with trading name], with business premises on site staffed during normal working hours.
- 5.11.2 The owners will need to take up deliveries / services with the companies involved.

5.12 Property conversion to flats or units

- 5.12.1 To **make an application** for a **new apartment block** or **property conversion into Flats or Units**, you should complete the **SNN5** form. To create a new apartment block or Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.

Naming / Numbering

- 5.12.2 Flats/Units are usually numbered on the road in which the principal entrance sits unless they are tall or substantial buildings. It is important when making an application that the main entrance is clearly shown along with the number of flats contained within the building to enable the scheme to be numbered accurately. Individual internal properties within a building should be numbered separately.

- 5.12.3 The internal numbering of premises within buildings should start at the lowest point, with number 1 being the first property on the left when entering the lowest floor. Numbering should continue clockwise and upward.
- 5.12.4 Use of the word 'flat' will apply to those properties where accommodation is on one floor only of a building. Where residential accommodation covers two or more floors and has its own internal stairs the term 'apartment' will be used.
- 5.12.5 Blocks which only contain flats and apartments may be given a name, but each individual flat or apartment will be numbered consecutively. This name will not require a consultation with Local Councillors or Town/Community Councils.
- 5.12.6 Flat or apartment conversions above commercial premises will not be given a name and will use the numbering from the ground floor premises, see example:
'Flat 1, 10-12 Y Stryd Fawr' or
'Apartment 1, 10-12 Y Stryd Fawr'
- 5.12.7 All newly proposed development block names should preferably end with one of the following suffixes:
- Cwrt or Llys [Cwrt]
 - Tŷ [House]
 - Penrhyn or Pwynt [Point]
 - Tŵr [Tower]
 - Porthdy [Lodge]
 - Fflatiau [Apartments]
 - Plastai [Mansions]
 - Bannau [Heights]
- 5.12.8 For any residence accessed internally through a commercial premise, the accommodation will be given a prefix to match the accommodation type eg: flat. The rest of the address will be the same as the parent property, eg: where a flat above a public house is only accessed internally, its address will be Flat, Name of Public House, Property Number and Street Name.

5.13 Conversion or sub-division of a property

- 5.13.1 Conversion or sub-division of a residential property resulting in **a single point** of entry from which all the flats are accessed will be **numbered** rather than described or lettered ie: Flat 1 rather than First Floor Flat or Flat A.
- 5.13.2 Conversion or sub-division of a residential property resulting in **multiple points of entry** with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).
- 5.13.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

5.14 Commercial properties

- 5.14.1 To **make an application** to create new Commercial units, **without** a new street name, you should complete the **SNN3** form. To create new commercial Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.
- 5.14.2 Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (eg: Suite 1 / Suite 2 etc) and where suitable by its location within the building (e.g. Suite 1, Ground Floor / Suite 5, First Floor etc).
- 5.14.3 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in section 4 above. **It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.**
- 5.14.4 All addresses will have a Welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore, Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
Unit 1A	Uned 1A
Unit 1B	Uned 1B
Unit 1C	Uned 1C
Unit 1D	Uned 1D

Shopping Centres, Retail Parks, and Industrial Estates

- 5.14.5 In order to minimise disruption and confusion, the address of each commercial property, should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.

Shopping Centres (Arcades or Malls):

- 5.14.6 A name will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address eg:
- Unit 1 The Arcade, College Street, Ammanford, SA18 2LN
 - Unit 2 The Arcade, College Street, Ammanford, SA18 2LN

Retail Parks (Open Air Shopping Precincts):

- 5.14.7 A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address, however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from eg:
- Unit 1 Trostre Retail Park, Llanelli, SA14 9UY
 - Unit 2 Trostre Retail Park, Llanelli, SA14 9UY

Industrial Estates:

- 5.14.8 Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address eg:
- Unit 1 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
 - Unit 2 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
- 5.14.9 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality eg:
- Unit 1, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
 - Unit 2, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
 - Unit 1, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford
 - Unit 2, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford

5.15 Street re-naming upon resident's request

- 5.15.1 To **make an application** for **Street renaming at a resident's request**, you should complete the **SNN7** form.
- 5.15.2 Carmarthenshire County Council will accommodate reasonable requests for re-naming of streets. However, it is stressed that an application must be made by a community or town council. For residents, the request is to be made to the community or town council in the first instance, and the type of request may initiate a consultation process by Royal Mail.
- 5.15.3 Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and **ALL** agree with the proposed change. Where the change is approved the community/town council will be responsible for the costs of all replacement street name signs and any notifications.
- 5.15.4 Occasionally, the Council may decide that a street requires renaming. In this circumstance the Council will notify all residents of the proposed change and pay any costs associated with the change where necessary.

5.16 Other considerations and common queries

- 5.16.1 Where an occupier of a property is **uncertain about the official address**, contact may be made with the Street Naming and Numbering Service to supply a copy of the official address. The Street Naming and Numbering Service is the only section of the council that can confirm the official address.
- 5.16.2 **The Street Naming and Numbering Service does not deal with other road related queries and street direction signs.** The maintenance of public highways and highway signage are the responsibility of the highways section of Carmarthenshire County Council and, where applicable, the South Wales Trunk Road Agent (SWTRA).

5.17 Notification of a new or altered address to internal and external partners

5.17.1 The Street Naming and Numbering Service automatically inform the following organisations of a new or altered address:

- Carmarthenshire County Council Electoral Registration
- Carmarthenshire County Council Tax & Business Rates
- Carmarthenshire County Council Local Land and Property Gazetteer (LLPG) Custodian
- Carmarthenshire County Council Highways
- Carmarthenshire County Council Recycling & Waste
- Carmarthenshire County Council Waste and Environmental
- British Gas Transco*
- BT Openreach*
- Dŵr Cymru Welsh Water*
- Emergency Services
- Land Registry
- Mid & West Wales Fire Service
- National Health Service
- Ordnance Survey
- Police Authority
- Royal Mail
- Valuation Office
- West Wales Utilities*

* These organisations are notified because they are responsible for network infrastructure.

5.17.2 For supply and billing, and all other personal contacts such as banks, doctors, etc. the applicant will need to provide notification separately.

APPENDIX 1 - Legislation

Street Numbering - Legislation

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847
- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 64 and 65 of the Town Improvement Clauses Act 1847 for Street Numbering.

Street Naming - Legislation

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847
- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 17, 18 and 19 of the Public Health Act 1925 for Street Naming.

APPENDIX 2 - Scheme of Delegation

Under the Council's Scheme of Delegation, the Director of Environment (within the portfolio of the Head of Place and Sustainability) has power to approve the following:

- **Road naming** – providing a road name to a new road or an existing road with no name (sections 17-19 and 76 of the Public Health Act 1925). Where appropriate the Street Naming and Property Numbering Section will consult with the respective Town or Parish Council for suggestions of road names.
- **Property numbering** – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises (sections 64 and 65 Towns Improvement Clauses Act 1847 incorporated into s160 of the Public Health Act 1875 for urban areas and wellbeing power under the Local Government Act 2000 for rural areas.

APPENDIX 3 - Street Signs

Under the 1925 Act, Carmarthenshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publicly maintained streets.

Section 19 of the 1925 Act gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and, also alter or renew it if it becomes for any reason illegible.

This section also makes it illegal to pull down or remove a street name, which has been lawfully set up, or to fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements can be liable to a fine imposed by a Magistrates Court

These acts also give us the ability to produce regulations concerning the erection of signs for the names of public streets and, ensure that the names and numbers of all buildings are displayed by their owners in accordance with these regulations.

Street Nameplates

For further details regarding street nameplates please contact our Highways Department.

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COUNCIL 14TH SEPTEMBER 2022

ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2021-2022

To comply with the CIPFA Code of Practice on Treasury Management in the Public Sector.

Cabinet Recommendations:

That the report be adopted.

Reasons:

To comply with the CIPFA Code of Practice on Treasury Management in the Public Sector.

Relevant scrutiny committee to be consulted Policy & Resources Scrutiny Committee
19/10/2022

Cabinet Decision Required	YES
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Council Decision Required	YES
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CABINET MEMBER PORTFOLIO HOLDER: Cllr. A. Lenny

Directorate: Corporate Services Chris Moore Report Author: Chris Moore	Designation: Director of Corporate Services, Carmarthenshire County Council	Tel Nos. 01267 224120 E Mail Addresses: CMoore@carmarthenshire. gov.uk
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**EXECUTIVE SUMMARY
COUNCIL
14TH SEPTEMBER 2022**

ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2021-2022

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The Council adopted the Treasury Management Policy and Strategy and the five year capital programme for 2021-2022 on the 3rd March 2021. This Annual Report lists the activities that took place in 2021-2022 under the headings of:

Investments

Borrowing

Update on KSF

Security, Liquidity and Yield

Treasury Management Prudential Indicators

Prudential Indicators

Leasing

Rescheduling

DETAILED REPORT ATTACHED ?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **C Moore**

Director

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	YES	NONE	NONE	NONE	NONE

Finance

The authority's investments during the year returned an average rate of 0.09%, exceeding the benchmark rates.

No new PWLB borrowing took place during the year. Long term debt outstanding at the year-end amounted to £401m.

The Authority did not breach any of its Prudential Indicators during the year.

The Administrators confirmed that the dividend received on 19th August 2021 was the final dividend, hence the sum of £3.48m principal and £213k interest was the final total received. This equates to 87.03% of the claim submitted.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: C Moore

Director

1. Scrutiny Committee

For information to Policy and Resources Scrutiny Committee on the 19/10/2022.

2. Local Member(s)

NA

3. Community / Town Council

NA

4. Relevant Partners

NA

5. Staff Side Representatives and other Organisations

NA

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection
CIPFA Treasury Management in the Public Services - Code of Practice Revised 2017		County Hall, Carmarthen

COUNCIL

14 SEPTEMBER 2022

ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2021-22

1. Introduction

The Treasury Management Policy and Strategy for 2021-22 was approved by Council on 3rd March 2021. Section B 1.1(2) stated that a year end annual report would be produced.

This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code) and outlines the Treasury Management activities in 2021-22 financial year.

2. Investments

One of the primary activities of the Treasury Management operation is the investment of surplus cash for which the Authority is responsible. As well as the Authority's own cash the County Council invests School Funds, Trust Funds and other Funds, with any interest derived from these investments being passed over to the relevant Fund.

All surplus money is invested daily with the approved counterparties either via brokers on the Money Markets or direct. The security of the investments is the main priority, appropriate liquidity should be maintained and returns on the investments a final consideration. It continues to be difficult to invest these funds as the market continues to be insecure and as a consequence appropriate counterparties are limited.

For 2021-22 investments to individual counterparties were limited to:

	Maximum to Lend £m
Upper Limit Any one British Bank and Building Society with a credit rating of at least F1, P-1 or A-1 short term or AA-, Aa3 or AA- long term	10
Middle Limit Any one British Bank and Building Society with a credit rating of at least F1, P-1 or A-1 short term	7
UK Banks Part Nationalised Included as investment counterparties, as long as they continue to have appropriate UK Government support	7
Any one Local Authority	5
Any one AAA Rated Money Market Fund	5
Debt Management Office*	100

* The DMADF (DMO) limit was increased in April 2021 to £100m from £70m by the Director of Corporate Services (under Emergency powers) following approval by the Cabinet Member for Resources and the Chief Executive.

The total investments at 1st April 2021 and 31st March 2022 are shown in the following table:

Investments	01.04.21				31.03.22			
	Call and notice	Fixed Term	Total		Call and notice	Fixed Term	Total	
	£m	£m	£m	%	£m	£m	£m	%
Banks and 100% Wholly Owned Subsidiaries	34.50	7.53	42.03	36	39.50	0.00	39.50	25
Building Societies	0.00	0.00	0.00	0	0.00	7.00	7.00	4
Money Market Funds	25.00	0.00	25.00	22	25.00	0.00	25.00	15
DMADF (DMO)	0.00	36.50	36.50	31	0.00	57.00	57.00	36
Local Authorities	0.00	13.00	13.00	11	0.00	32.00	32.00	20
TOTAL	59.50	57.03	116.53	100	64.50	96.00	160.50	100

The total investment figure of £160.50m at 31st March 2022 includes £34.83m Swansea Bay City Deal.

An analysis of the daily cash schedules indicates that the minimum balance lent over the twelve month period was £116.53m and the maximum balance lent was £193.02m. The average balance for the year was £153.10m.

The total investments made by the Council and repaid to the Council (the turnover) amounted to £1,475.03m. This averaged approximately £28.29m per week or £4.04m per day. A summary of the turnover is shown below:

	£m
Total Investments 1st April 2021	116.53
Investments made during the year	759.50
Sub Total	876.03
Investments Repaid during the year	(715.53)
Total Investments 31st March 2022	160.50

The main aim of the Treasury Management Strategy is to manage the cash flows of the Council and the risks associated with this activity. Lending on the money market secures an optimum rate of return, allows for diversification of investments and consequently reduction of risk, which is of paramount importance in today's financial markets.

The benchmark return for the money market was the "7 day LIBID rate" up to 31st December 2021 and the SONIA rate from 1st January 2022 to 31st March 2022. For 2021-22 the Council has compared its performance against these rates. The average rate was 0.04% whereas the actual rate the Council earned was 0.09%, an out performance of 0.05%.

This outperformance can be quantified as £71k additional interest earned compared to the average rate.

The gross interest earned on investments for 2021-22 amounted to £0.142m, which was more than the estimated figure of £0.100m. The Bank of England Official rate was increased from 0.25% to 0.50% on 3rd February 2022, and a further increase was made during the year on the 17th March 2022 to 0.75%.

The income from investments is used by the Authority to reduce the net overall costs to the Council taxpayer.

3. Update on the investments with Kaupthing Singer & Friedlander (KSF)

The latest position with the Council's investments with KSF was reported in the Treasury Management and Prudential Indicator Reports to Executive Board during the year.

The Administrators confirmed that the dividend received on 19th August 2021 was the final dividend, hence the sum of £3.48m principal and £213k interest was the final total received. This equates to 87.03% of the claim submitted.

4. Security, Liquidity and Yield (SLY)

Within the Treasury Management Strategy Statement for 2021-22, the Council's investment priorities are:

- Security of Capital
- Liquidity and
- Yield

The Council aims to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is still considered appropriate to keep investments short term to cover cash flow requirements.

Attached at Appendix 1 is a list of the individual investments held as at the 31st March 2022 together with their credit ratings, historic risk of default and the risk weighting attached to each investment.

5. Borrowing

As Members are aware the Authority has a capital investment programme. For 2021-22 actual capital expenditure was £82.91m. This was financed from:

	£m
Borrowing	6.36
Grants and Contributions	63.13
Usable Capital Receipts Applied	1.39
Revenue and Reserves	12.03
Total	82.91

Under the Treasury Management Strategy it was resolved:

- To borrow to meet the funding requirements of the Authority, after allowing for capital grants, capital receipts and capital contributions, and to stay within the Prudential Indicators to ensure affordability, prudence and sustainability.
- To borrow when interest rates are at their most advantageous, after considering cash flow requirements.

The following loans were borrowed during 2021-22 to fund the capital programme:

Loan Reference	Amount (£m)	Interest Rate	Start Date	Period	Maturity Date
Salix	0.36	0.00%	16th April 2021	8yrs	01/04/2029
TCL	2.00	0.00%	7th February 2022	35yrs	31/03/2037
Total	2.36				

(TCL – Town Centre Loans)

The total loans outstanding at 1st April 2021 and 31st March 2022 were:

Loans	Balance at 01.04.21 £m	Balance at 31.03.22 £m	Net Increase/ (Net Decrease) £m
Public Works Loan Board (PWLB)	403.38	387.61	(15.77)
Market Loan	3.00	3.00	0.00
Salix, Invest-to-Save, HILS & TCL	7.46	10.13	2.67
Total	413.84	400.74	(13.10)

The total external interest paid in 2021-22 amounted to £16.68m, which compares favourably with the budget of £19.30m. The savings have arisen due to under borrowing on the capital programme and borrowing at lower than anticipated interest rates.

6. Treasury Management Prudential Indicators

Under the requirements of the Prudential Code of Practice for Capital Finance in Local Authorities, the Council are required to set a number of treasury management prudential indicators for the year 2021-22. The indicators set and the performance against those indicators is shown below:

6.1 The estimated and actual interest exposure limits as at 31st March 2022 were:

	Estimate 31.03.22 £m			Actual 31.03.22 £m		
	Fixed Interest Rate	Variable Interest Rate	Total	Fixed Interest Rate	Variable Interest Rate	Total
Borrowed	460.00	3.00	463.00	397.74	3.00	400.74
Invested	(20.00)	(30.00)	(50.00)	(96.00)	(64.50)	(160.50)
Net	440.00	(27.00)	413.00	301.74	(61.50)	240.24
Proportion of Total Net Borrowing	107%	(7%)	100%	125%	(25%)	100%
Limit	125%	5%		125%	5%	

6.2 Maximum principal sums invested > 365 days

	2021-2022 Limit £m	2021-2022 Actual £m
Maximum principal sums invested > 365 days	10	NIL

6.3 Interest rate exposure limits

	2021-22 Limit £m	2021-22 Actual £m
Limits on fixed interest rates based on net debt	516.00	301.74
Limits on variable interest rates based on net debt	52.00	(61.50)

6.4 The upper and lower limits set for the maturity structure of borrowing along with the actual maturity structure as at 31st March 2022.

	Estimated Upper Limit 2021-2022 %	Estimated Lower Limit 2021-2022 %	Actual 31.03.22 %
Under 12 months	15	0	2.79
12 months to 2 years	15	0	1.82
2 years to 5 years	50	0	6.95
5 years to 10 years	50	0	9.14
10 years to 20 years	50	0	21.37
20 years to 30 years	50	0	20.84
30 years to 40 years	50	0	23.13
40 years and above	50	0	13.96
Total			100.00

Details of the above maturity structure are shown below:

Loan Maturities	PWLB Debt £m	Average Interest Rate %	Market Loans/ Invest to Save/Salix/ HILS/TCL £m	Average Interest Rate %	Total Debt Outstanding £m
Before 1st April 2023	11.00	5.97	0.17	0	11.17
1st April 2023 to 31st March 2024	7.00	5.25	0.29	0	7.29
1st April 2024 to 31st March 2027	26.98	4.65	0.86	0	27.84
1st April 2027 to 31st March 2032	32.82	4.12	3.80	0	36.62
1st April 2032 to 31st March 2042	80.60	4.31	5.02	0	85.62
1st April 2042 to 31st March 2052	83.50	4.10	0	0	83.50
1st April 2052 to 31st March 2062	89.70	4.96	3.00	4.72	92.70
After March 2062	56.00	2.34	0	0	56.00
Total as at 31.03.22	387.60		13.14		400.74

7. Prudential Indicators

7.1 Affordability

7.1.1 Actual and estimated ratio of financing costs to net revenue stream.

Ratio of Financing Costs to Net Revenue Stream		
	2021-2022 Estimate %	2021-2022 Actual %
Non-HRA	4.50	4.66
HRA	32.71	31.79

The indicator shows the proportion of income taken up by capital financing costs.

7.2 Prudence

7.2.1 The Capital Financing Requirement (CFR).

	31.03.2022 Estimate £m	31.03.2022 Actual £m
Non-HRA	284	264
HRA	182	159
HRAS	70	70
Total	536	493

The Capital Financing Requirement reflects the underlying need to borrow for capital purposes.

7.2.2 Gross Borrowing against the Capital Finance Requirement indicator.

To ensure that borrowing levels are prudent over the medium term the Council's external borrowing must only be for a capital purpose. Gross borrowing must not exceed the CFR for 2021-22 plus the expected changes to the CFR over 2022-23 and 2023-24 but can in the short term due to cash flows. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

£m	2021-2022 Estimate	2021-2022 Actual
Debt at 1 st April 2021	433	414
Expected Change in Debt	46	(13)
Gross debt at 31st March 2022	479	401
CFR	536	493
Under / (Over) borrowing	57	92

The Section 151 Officer reports that the authority had no difficulty meeting this requirement in 2021-22.

7.2.3 The Authorised Limit and Operational Boundary.

The Authorised Limit is the “Affordable Borrowing Limit” required by Section 3 of the Local Government Act 2003. The Council does not have the power to borrow above this level. The table below demonstrates that during 2021-22 the Council has maintained gross borrowing within its Authorised Limit.

The Operational Boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the Boundary is acceptable subject to the Authorised Limit not being breached.

The actual financing costs as a proportion of net revenue stream identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2021-2022 £m
Authorised Limit	589.00
Gross borrowing	400.74
Operational Boundary	517.00
Average gross borrowing position	410.58
Financing costs as a proportion of net revenue stream	7.43%

8. Leasing

No finance leases were negotiated during the year.

9. Rescheduling

No rescheduling was undertaken during the year.

10. Conclusion

This report demonstrates compliance with the reporting requirements of the CIPFA Treasury Management Code of Practice.

11. Recommendations

It is recommended that this report be received by Cabinet.

Investment Summary as at 31st March 2022

Carmarthenshire County Council

Totals		
Total	£160,500,000	
Calls & MMFs	£57,500,000	36%
Fixed Deposits	£103,000,000	64%
Specified	£160,500,000	100%

Weighted Average		
Yield		0.45%
Maturity (Days)		
Total Portfolio	Total Portfolio	76.88
Long Term	Short Term	
AAA	-	1.00
AA	F1	112.60
A	F1	57.89
BBB	F2	0.00
CCC	C	0.00

Risk Factors		
< 1 year	£10,464	0.007%
1 - 2 years	£0	0.000%
2 - 3 years	£0	0.000%
3 - 4 years	£0	0.000%
4 - 5 years	£0	0.000%
Total Portfolio	£10,464	0.007%

Maturity Structure		
< 1 Week	£63,500,000	40%
< 1 Month	£5,000,000	3%
2 - 3 Months	£35,000,000	22%
3 - 6 Months	£45,000,000	28%
6 - 9 Months	£7,000,000	4%
9 - 12 Months	£5,000,000	3%
12 Months+	£0	0%
Total	£160,500,000	100%

SLY Model

Carmarthenshire County Council

31/03/2022

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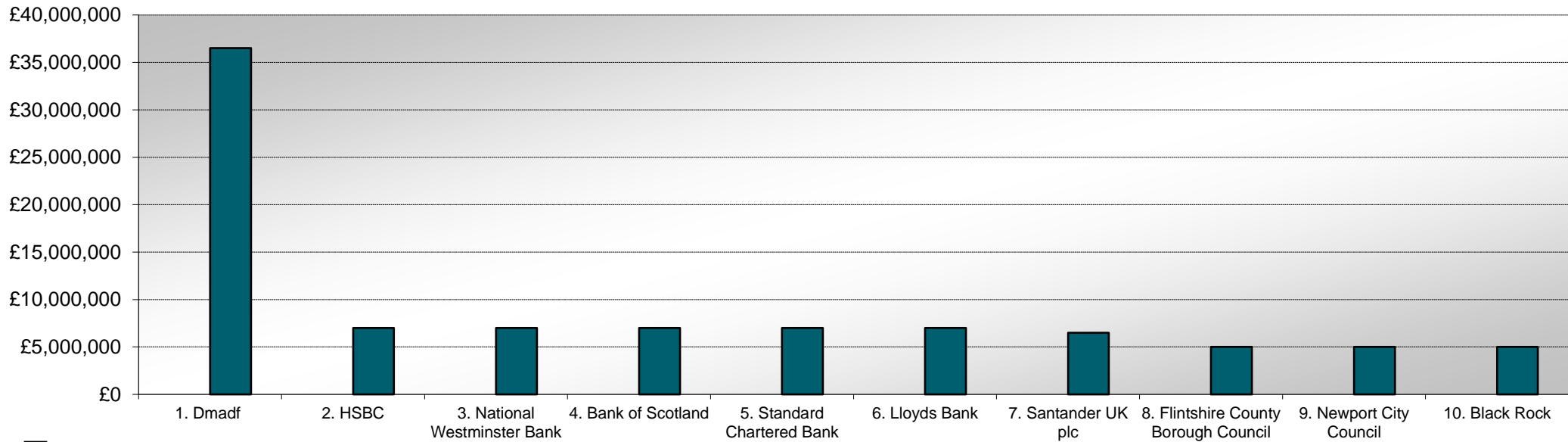
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Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Dmadf	£36,500,000	32.30%	25	0.00%	0.001%
2. HSBC	£7,000,000	6.19%	1	0.03%	0.000%
3. National Westminster Bank	£7,000,000	6.19%	183	0.11%	0.047%
4. Bank of Scotland	£7,000,000	6.19%	1	0.01%	0.000%
5. Standard Chartered Bank	£7,000,000	6.19%	1	0.10%	0.000%
6. Lloyds Bank	£7,000,000	6.19%	1	0.10%	0.000%
7. Santander UK plc	£6,500,000	5.75%	1	0.58%	0.000%
8. Flintshire County Borough Council	£5,000,000	4.42%	54	0.03%	0.002%
9. Newport City Council	£5,000,000	4.42%	19	0.05%	0.001%
10. Black Rock	£5,000,000	4.42%	1	0.01%	0.000%



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CABINET

4 JULY 2022

PRESENT: Councillor D. Price (Chair)

Councillors (In Person):

C.A. Davies, L.D. Evans, P.M. Hughes, G.H. John, A. Lenny, E.G. Thomas and J. Tremlett

Councillors (Virtually):

G. Davies.

Also in attendance (Virtually):

Councillor D.M. Cundy

The following Officers were in attendance (In Person):

W. Walters, Chief Executive;

J. Morgan, Director of Community Services;

G. Morgans, Director of Education & Children's Services;

P.R. Thomas, Assistant Chief Executive (People Management & Performance);

R. Hemingway, Head of Financial Services;

L.R. Jones, Head of Administration and Law;

D. Hockenhull, Marketing and Media Manager;

D.W. John, Environmental Services Manager;

L. Jenkins, Cabinet Support Officer;

S. Rees, Simultaneous Translator;

S. Hendy, Member Support Officer;

J. Owen, Democratic Services Officer.

The following Officers were in attendance (Virtually):

A. Rees, Head of Curriculum & Wellbeing, Education & Children;

A. R. Thomas, Head of Education & Inclusion Services, Education & Children.

Chamber, County Hall, Carmarthen, SA31 1JP and remotely: – 10:00am - 10:30am

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A. Vaughan Owen.

2. DECLARATIONS OF PERSONAL INTEREST

Councillor	Minute Number	Nature of Interest
Ann Davies	6. 2022-2032 Welsh in Education Strategic Plan	Cllr Davies manages a children's nursery which is implementing the WESP strategy.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 11TH APRIL 2022

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 11th April 2022 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

The Chair advised that no questions on notice had been submitted by members.

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

6. 2022-2032 WELSH IN EDUCATION STRATEGIC PLAN

The Cabinet considered the content of the revised 2022-2023 Welsh in Education Strategic Plan (WESP). The WESP is a statutory document that all Welsh Local Authorities are required to produce.

The purpose of Carmarthenshire's 2022-2032 WESP is to detail how the Welsh Government's outcomes and targets outlined in their Welsh Medium Education Strategy (WMES) is achieved. The WMES sets out the Welsh Government's vision for an education and training system that responds in a planned way to the growing demand for Welsh-medium education.

Carmarthenshire's WESP, a key vehicle for creating an improved planning system for Welsh-medium education provided the means for the Welsh Government to monitor the response and contribution to the implementation of the WMES objectives.

It was reported that the Welsh Government (WG), in its feedback, was supportive of Carmarthenshire's vision, direction of travel and aspirations. The report sought the Cabinet's approval to be able to submit the finalised Strategy to WG before the June 24th deadline (now extended to July 4th).

The consensus of the Cabinet was that it was important to facilitate an increase in the number of people of all ages to be able and confident to use the Welsh language with their families, in their communities and in the workplace.

UNANIMOUSLY RESOLVED that the content of the revised 2022-2032 Welsh in Education Strategic Plan following feedback from Welsh Government (WG) be approved and submit the finalised Strategy to WG before the June 24th deadline (now extended to July 4th).

7. DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY

The Cabinet considered a report on the updated Domestic Abuse, Domestic Violence and Sexual Violence Policy. The Policy had been updated in line with the aims and objectives of the Authority and prevailing legislation - Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 and the new Domestic Abuse Act 2021.

It was reported that the policy was developed following early consultation with colleagues in community safety and regional VAWDASV (Violence Against Women, Domestic Abuse and Sexual Violence) roles to ensure the content dovetailed into their areas of expertise. In addition, the policy had been written using gender-neutral language in recognition of the Council's commitment, to recognise, respect and support its employees' life choices in a non-judgemental and inclusive way.

Cabinet Members noted that with homeworking remaining a feature in the Council's Better Ways of Working strategy, the adoption of 'Safe Leave' would demonstrate the Council's ongoing commitment to thinking about how support can be maintained as employees work in different ways. The Policy included the provision of Safe leave which would provide for up to 10 days paid time off, separate from special leave or sickness absence to anyone experiencing domestic abuse, domestic or sexual violence.

UNANIMOUSLY RESOLVED that

7.1 the revised version of the Domestic Abuse, Domestic Violence & Sexual Violence Policy demonstrating the Council's ongoing commitment to tackling all forms of violence and abuse, including domestic abuse, domestic violence and sexual violence be approved and adopted;

7.2 the provision of up to 10 days paid 'Safe Leave' to assist victims to leave their partners, find new homes and help protect themselves and any dependent children as a consequence of domestic abuse, domestic violence or sexual violence be agreed.

8. OUTSIDE BODY REPRESENTATION

[Note: Councillor A. Davies, having earlier declared an interest, remained in the meeting, took part in the consideration and voted on this item.]

The Cabinet, as a consequence of the recent Local Government Elections, considered a list of notified Outside Bodies in order to determine whether the Council should make/continue to make an appointment to those bodies. An initial review of the list of outside bodies had been undertaken to ascertain the current status of the existing organisations and nominations had been included as appended to the report at Appendix A.

As part of the review method for representatives to report back on the work of each outside body the report sought to introduce a 'reporting back' by way of completing a form - Outside Bodies Councillors' Annual Report 2022/23 as appended to the report at Appendix D.

In addition to the report, the Cabinet was informed that the Plaid Cymru Group had nominated Councillor Emlyn Schiavone and the Independent Group had nominated Councillor Jane Tremlett for the Hywel Dda Health Board.

UNANIMOUSLY RESOLVED that:

- 8.1 Members to Cabinet outside bodies following the 2022 Local Government Elections as detailed in Appendix A and the nominations provided verbally in the meeting be appointed;**
- 8.2 that Members appointed to serve on outside bodies be required to report back on meetings of those bodies by way of completing the form appended to the report at Appendix D.**

9. CABINET ADVISORY PANELS

The Cabinet considered a report which detailed the advisory panels established by the previous administration to report on various issues and was invited to review their purpose, functions and membership and to determine which ones it wished to retain and any new panels it wished to establish.

Cabinet Members noted that the Housing Services Advisory Panel, Compact Liaison Panel, Black Asian and Minority Ethnic Task and Finish Panel and the School Transport Panel, established by the previous Cabinet had concluded their work and would therefore be disbanded.

It was reported that in order to avoid any delay in the appointment of members to sit on the Advisory Panels, nominations had been sought from the Leaders of the political groups which were attached as Appendix A to the report.

In respect of the Notice of Motion from Councillor Liam Bowen at the former Council at its meeting held on the 9th February 2022 referred to the Cabinet; *“This Council calls on the Cabinet to further its commitment by declaring a Nature Emergency and establishing a Cross Party Advisory Panel to support this authority’s approach to climate change and nature emergency and incorporate the adoption of the Edinburgh Declaration”*, the Cabinet was asked if it wished to agree to formally establish the Panel and if so a report would be submitted to the next Cabinet meeting on the suggested terms of reference and membership.

UNANIMOUSLY RESOLVED that:

- 9.1 The Advisory Panels to the Cabinet as detailed within Appendix 1 to the report be appointed;**
- 9.2. a Climate Change Cross Party Advisory Panel be established and that a report including the suggested terms of reference and membership be submitted to the next Cabinet meeting.**

10. APPOINTMENT TO COUNCIL OWNED COMPANIES

The Cabinet considered a report which included nominations in relation to two Council owned companies which it operates. The Governance arrangements for both Companies namely CWM Environmental Ltd. and Llesiant Delta Wellbeing Ltd. require an overseeing role by the Council. The report sought the Cabinet to confirm the appointments as stated in the report to sit on these boards.

UNANIMOUSLY RESOLVED that:

- 10.1 the Cabinet Member for Transport, Waste and Infrastructure Services as the Council’s be appointed to be a representative on CWM Environmental Shareholders Board.**
- 10.2. the Cabinet Member for Health and Social Services and the following 3 members be on the Llesiant Delta Wellbeing Ltd Governance Group:-**
- **Councillor Deryk Cundy (Labour)**
 - **Councillor Alex Evans (Plaid Cymru)**
 - **Councillor Hazel Evans (Plaid Cymru)**

11. ANY OTHER ITEMS OF BUSINESS

The Chair advised that there were no items of urgent business.

CHAIR

DATE

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CABINET

18 JULY 2022

PRESENT: Councillor D. Price (Chair)

Councillors (In Person):

L.D. Evans

P.M. Hughes

G.H. John

A. Lenny

E.G. Thomas

A. Vaughan Owen

Councillors (Virtually):

G. Davies.

Also in attendance (Virtually):

Councillors D. Cundy and R. James.

The following Officers were in attendance (In Person):

W. Walters, Chief Executive;

C. Moore, Director of Corporate Services;

G. Morgans, Director of Education & Children's Services;

L.R. Jones, Head of Administration and Law;

N. Daniel, Head of ICT and Corporate Policy;

S. Pilliner, Head of Transportation & Highways;

A. Williams, Head of Waste and Environmental Services;

D. Hockenhull, Marketing and Media Manager;

S. Rees, Simultaneous Translator;

J. Owens, Democratic Services Officer [Observer];

J. Owen, Democratic Services Officer [Minute taker].

The following Officers were in attendance (Virtually):

J. Morgan, Head of Homes & Safer Communities;

S. Davies, Head of Access to Education;

I.R. Llewelyn, Forward Planning Manager;

S. Walters, Economic Development Manager;

M. Evans Thomas, Principal Democratic Services Officer.

Chamber, County Hall, Carmarthen, SA31 1JP and remotely:- 10:00am - 11:25am

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Davies and J. Tremlett.

2. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interests.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 4TH JULY 2022

As provided for by Protocol, the Leader invited Councillor Dot Jones to ask her prepared question in respect of this item.

Question by Councillor Dot Jones;

In respect of Minute number 9, Cabinet Advisory Panels, *“What was the conclusion of the task and finish of the advisory group for school transport?”*

Response by Cabinet Member for Transport, Waste and Infrastructure Services:

“This Panel was intended to be set up just prior to the commencement of the COVID Pandemic in 2020 following a report to the Executive Board on 25th January 2020 on a national change to the Public Service Vehicle Access Regulations which affected services provided by commercial operators for school journeys. Executive Board resolved to:

- 1) Make an amendment be to the Authority’s Spare Seats Police to waive the current annual £50 charge, effective from 1st September 2019;
- 2) Continue to pursue the Welsh Government and the Department of Transport for a change in the application of the Public Services Vehicle Access Regulations to allow bus operators to continue using coaches on school bus routes operated on a commercial basis;
- 3) An Executive Board Advisory Panel be established comprising of 6 members, on a cross-party basis, together with the Executive Board member for Environment to look at all issues relating to Home to School Transport and to report back to the Executive Board.

Following the meeting in January 2020, it generated a national dialogue between the Welsh Government and the UK Government. The Minister of Economy and Transport issued a statement to confirm the Welsh Government had requested a blanket exemption for school transport services and had also written to the Department of Transport to seek further clarity around existing and future exemptions.

However, with the COVID Pandemic hitting the country in March 2020, the advisory panel did not meet, and further national work was undertaken. The Welsh Government commenced a review of the Learner Travel Measure in 2020 and extended the review in 2021. In March 2022, the Welsh Government announced that: “There was not time within the current administration to begin a formal process to change the Measure before the pre-election period begins. Therefore, options for next steps would need to be considered in the next Senedd term.”

Given the Learner Travel Measure provides the basis for school transport provision, it is appropriate to await the outcome of the national review when this is picked up during this Senedd term. Clearly, proposals from the national review will be subject to consultation and progress through the usual democratic process.

As a Council, we need to be pressing the Welsh Government on what the next steps are in terms of the review of the school transport distances and if changes are made, that additional funding is provided to Councils across Wales in order to provide additional capacity.

I am aware that the Leader is hoping to meet with the Deputy Minister for Climate Change Lee Waters, to discuss the matter. I would also point out that I am keen to work with the Labour Group in order to find a way forward on this important agenda and would welcome a meeting with you Councillor Jones to discuss the matter in more depth, if agreeable.”

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 4th July 2022 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

The Chair advised that no questions on notice had been submitted by members.

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

6. CABINET VISION STATEMENT 2022 – 2027

The Cabinet considered a report which appended Cabinet Vision Statement 2022 – 2027. The Leader, in presenting the 5-year vision statement explained that following the Local Government Elections (May 2022), the new Cabinet had committed to publishing a vision statement ahead of the Corporate Strategy which was due for publication in the Autumn.

It was highlighted that the relevant reports and recommendations on specific projects and programmes within the report would be presented through the democratic process over the next five years.

The statement provided the direction of travel that this Cabinet wants to focus on to make a difference across the County over the next 5 years. It was reported that work would include liaising with partners to strengthen the economy, increase prosperity, and invest in housing, education, culture, infrastructure, and the environment.

It was reported that the results of the Residents Survey and the Staff Survey would be integral to the development of the Cabinet's policy platforms going forward. In addition, it was emphasised that in order to further refine the vision statement, a cross-party dialogue with all Members was welcomed and that a number of meetings had already been scheduled over the summer.

Each Cabinet Member present in the meeting was afforded the opportunity to present the vision within their portfolio.

As provided for by Protocol the Leader invited Councillor Rob James to ask his prepared question in respect of this item.

Question by Councillor Rob James:

"Reading the vision document, it reads much like a very long list of to do items or just generic statements such as; work with external bodies and understand what could be done to support residents. Even a Conservative run Council would say that, it is very lacking on detail and it is remarkably similar to the 'Moving Forward, the Next 5 Years', I think is known in the Council the 96 point plan. In fact, this is a plan with 113 points, so my main question is mainly; How do we expect the public to give their views on a document when it is lacking in both detail and measurables? It doesn't say what the future of education you would like it to be, it doesn't say how you would try to integrate health and social care, it doesn't say how you will try and build the economy for the future. As Councillor Lenny described it is not 'pie in the sky' it doesn't actually cover anything to do with prosperity or the inflationary pressures that will be placed on the budget or if you would be able to actually deliver on these promises."

Response by the Leader:

"I think that maybe a fundamental misunderstanding on your part in terms of where we are at, at this point and what role this vision statement plays in feeding into our Corporate Strategy. I would have hoped that the message had been received loud and clear by all Members of this Council, because I had been saying it consistently for the past 2 months. I actually remember meeting you the first time after the election and when we met with yourself, Councillor Dot Jones and Councillor Deryk Cundy, where I stated quite clearly, that the ambition from my perspective was to get to a position in the Autumn with a Corporate Strategy where all views had been taken on board. This is our starting position as a Cabinet, this is what we envisage to be our priorities going forward, but we acknowledge that others may have different ideas. That is why it is important that we take on board the views of residents, through the Residents Survey, the staff, through the Staff Survey and yourselves as Members through the meetings that have already been scheduled or are in the process of scheduled with a range of different Members. So those different views are fed in a measurable and a systematic way that when we get to the Corporate Strategy in the Autumn all those opinions have been taken on board.

That is the process that has been set out and I have been clear over the past two months on what I expect from the different roles of different groups. I think there is discussion here from the Labour Group and yourself as Labour Leader in terms of how you see yourselves feeding into that process and not just initially in terms of the Corporate Strategy but longer term in terms of policy development within this Council. I think you have got a wonderful opportunity to feed in your ideas and your suggestions at a number of different stages, this is the first one.

I will be honest with you, I am a bit disappointed in the question that you have put this morning. I believe it to be lazy. You had the opportunity to possibly put forward some constructive criticism you could have come to this meeting today to asked me as Leader that you do not agree and you need to strengthen X, Y and Z, but you chose not to. You chose the lazy option, and I am sure some would argue that the purpose of the question was simply to provide a peg for Labours press release to the Evening Post, but I do hope that you and the Labour Group gives some serious consideration on how you want to interact with us as the Administration. My offer as I have outlined again, in the introductory statements to this report, the genuine offer of dialogue is there and it will remain there, and it is up to others to take that offer seriously.

I absolutely refute the suggestion that this document lacks vision. It is both ambitious and exciting but also deliverable as Councillor Lenny mentioned there are fiscal pressures facing us, which we are absolutely and acutely aware of and we are determined to work with others to try and overcome those. The vision is there and as a starting point for discussion, I look forward to continuing those discussions with you hopefully in a positive manner over the coming months."

UNANIMOUSLY RESOLVED that the Cabinet's Vision Statement for 2022-2027 be received.

7. FREE PARKING DAYS IN TOWNS

The Cabinet considered a report which contained information in relation to the cost and resource implications of varying the current arrangements of free parking days along with available options to continue the free parking initiative.

It was reported that the Council's free parking policy aimed to increase footfall in towns by providing free parking in its pay & display car parks on up to five separate days each year to support events or campaigns in each town. Currently, applications for the free parking days were submitted on-line and must have the support of the appropriate Town Council and Town Centre Management Group. Following internal consultation, the applications were put forward for Cabinet Member approval.

Cabinet noted that based on independent reports commissioned as part of the Council's Ten Town initiative, representatives of rural towns had sought to increase the number of free parking days over and above the current 5 free-parking days per annum that the Council had in place.

Following consideration of the report and all the options available, it was proposed that the options 5 and 6 of the report be endorsed, this was duly seconded.

As provided for by Protocol the Leader invited Councillor Rob James to put his prepared question in respect of this item.

Question by Councillor Rob James:

"I am sure that the Cabinet would agree with me that it has been a difficult period for local businesses, and I think that free parking has been argued for a long period to be a possible mechanism for boosting local business as support. As you can see from the report there is also a very large variation where Carmarthen Town in particular generated 70% of all parking charges for the entire County. Would the Cabinet be willing to work with us to see if we can develop a proposal for a 1-hour free carparking in selected car parks across the County to ensure that we can support the local businesses as you roll out this pilot. I think a 1-hour free would be a very simplistic policy and would be very much understood by the public, it wouldn't be this discrepancy about different days and different times, and I think it would actually increase footfall into the towns."

Whilst accepting the question on this occasion, the Leader asked that questions be put as submitted in future in accordance with the requirements of the Protocol for Non-Executive Members' Attendance at Formal Cabinet Meetings.

Response by the Cabinet Member for Transport, Waste and Infrastructure Services:

"The Council has continued to support local businesses and town centres over several years, both before, during and beyond the pandemic. In consultation with every town centre the Council has provided five free car parking days to support events, the Council has provided further support with extended periods of free parking throughout weekdays in every town. Free parking is provided in:

- Ammanford – Monday, Tuesday and Wednesday, 10:00am to 2:00pm
- Carmarthen – Tuesday and Thursday, 3:30pm to 6:00pm
- Llanelli – Monday and Tuesday, 10:00am to 4:00pm
- Llandeilo, Llandovery, Newcastle Emlyn, St Clears – Monday to Wednesday, 10:00am to 2:00pm

On parking charges more generally, this Council's parking charges compare favourably with parking charges in neighbouring Councils:

- Carmarthenshire charges a 4 hour range from £2.40 to a maximum of £3.60
- Swansea for example charge for 4 hours £4.50, if you park in a municipal carpark but £7 for an NCP.
- Neath Port Talbot charge for 3-3 hours at £3.30 increasing to £3.80 afterwards
- Ceredigion £3 for 3 hours, increasing to £3.80

However, we recognise that there is a need to keep our parking charges and policy under review.

The Council's Parking Strategy was last reviewed and approved in 2018, the previous strategy was updated as one of the outcomes of the Scrutiny Committee Task and Finish work in 2016.

I can assure you that as a Cabinet we are keen to work with stakeholders and partners across the County, including with Town Centre BID's businesses, County Councillors, Town and Community Councils and others in order to ensure that our parking strategy is up to date, evidence based and is maximising the economic benefits to towns, whilst also contributing towards the Council's wider objectives around helping to reduce traffic problems, congestion and air quality and investing in our public transport system.

We know that parking demand is influenced by the type and function of land use and the quality of a public transport system. We therefore need to keep in mind and review the availability of public transport as an alternative to cars, in line with the Welsh Government's objectives of reducing car journeys across Wales.

There is a duty on us therefore, to ensure that our Parking Strategy is consistent with the Welsh Government Transport Strategy, and I am keen to ensure that any interventions introduced are proportionate and strike the difficult balance in supporting town centres and businesses, supporting more sustainable decarbonisation objectives.

Again, I am happy to work with the Labour group on this agenda and would be happy to meet with you to discuss your ideas with a possibility of incorporating them in the Corporate Strategy going forward as discussed earlier."

It was clarified that the purpose of the report was in response to a request to the Cabinet particularly in the case of Llandovery and a number of options had been developed as part of the Ten Towns initiative. In addition, it was acknowledged that the economic growth of the town of Llandovery may benefit from the free parking initiative and therefore the proposed option 5 in the recommendations of the report to undertake a pilot scheme for 12 months would gain important relevant information and assess the impact of an extended provision of 12 days in Llandovery.

Furthermore, in terms of free parking, the Cabinet recognised that there was an inconsistency across the County. Therefore, it was clarified that the proposed option 6 in the recommendations of the report, would be to review the current free parking strategy.

UNANIMOUSLY RESOLVED to;

- 7.1 undertake a pilot scheme for 12 months to assess the impact of an extended provision of 12 days in Llandovery.**
- 7.2. undertake a review of the current free car parking strategy across the County, linked to the general parking strategy approved in 2018, with a future report to be considered by Cabinet to confirm the Terms of Reference for the review.**

8. STREET NAMING AND PROPERTY NUMBERING POLICY

In response to the notice of motion and subsequent resolution of the Council on the 13th October 2021 [minute number 9.1 refers], the Cabinet considered a report which outlined information in relation to the Draft Street Naming and Property Naming Policy appended to the report.

The policy provided a framework for Carmarthenshire County Council to operate the Street Naming and Numbering function effectively and efficiently for the benefit of Carmarthenshire residents, emergency services, businesses, and visitors. In addition, the policy ensured that the Council reflected the relevant legislative powers and duties, including The Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011, the Well Being of Future Generations Act 2015 and Sections 17 to 19 of the Public Health Act (1925).

It was reported that the aim of the Policy was to provide advice and guidance to developers and existing property owners when considering new developments, property conversions, or single in-fill plots, as well as changing the name of an existing property. It also provided guidance to Community or Town Councils on the legal framework for operation of the Street Naming and Property Numbering function and the protocols for determining official street names and property numbers.

Cabinet Members were pleased to note that the policy recognised the importance of promoting the Welsh Language and in relation to property and street names would promote and adopt a Welsh name that was consistent with the heritage and history of the area.

In addition, Cabinet noted that following Council approval, a full public consultation would be undertaken and that any representations received would be reported back for Council deliberation ahead of the intended adoption of the Policy.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that:

- 8.1 the Draft Street Naming and Property Numbering Policy for a period of public consultation of 28 days be approved;**
- 8.2 any representations received to the consultation, along with officer recommendations, be reported back to the Council for deliberation.**

9. CARMARTHENSHIRE SUSTAINABLE COMMUNITIES FOR LEARNING (CSCFL) (FORMERLY THE MODERNISING EDUCATION PROGRAMME) ADDITIONAL LEARNING NEEDS

The Cabinet considered a report on the Carmarthenshire Sustainable Communities for Learning (formerly the Modernisation Education Programme) – Additional Learning Needs. The report sought Cabinet approval on a realignment to the Capital Programme to facilitate urgent works to increase specialist spaces for pupils with Additional Learning Needs / Autistic Spectrum Disorder.

It was reported that an urgent matter in relation to Autistic Spectrum Disorder provision had arisen that required the Cabinet to make an adjustment (virement) to the capital programme in order to address this urgent need.

Cabinet noted that currently there was no provision in the capital allocation specifically for Autistic Spectrum Disorder (ASD) in Band A or B and B of Carmarthenshire's Sustainable Communities for Learning (Formerly Modernising Education Programme) Programme. The total budget cost to carry out the urgent works for September 2022 as outlined in the report was £1.76 million and given that the budget costs were significant, a virement approval was necessary.

UNANIMOUSLY RESOLVED that a virement in the capital programme to allow these urgent works to be undertaken as a matter of urgency

10. ANY OTHER ITEMS OF BUSINESS

The Chair advised that there were no items of urgent business.

11. EXCLUSION OF THE PUBLIC

UNANIMOUSLY RESOLVED, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

12. UK GOVERNMENT LEVELLING UP FUND - LLANELLI PROPOSAL

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 11 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in respect of this report outweighed the public interest in disclosing the information contained therein as disclosure would risk prejudicing the interests of businesses currently occupying the premises in question and undermine the Council's position when seeking to acquire land for the project.

The Cabinet considered a report which provided information in relation to the Llanelli Constituency and Transport theme funding bids which had been prepared for submission to UK Government's round 2 Levelling Up Programme.

UNANIMOUSLY RESOLVED that the applications for submission in respect of the Llanelli Constituency and Transport theme, as detailed in the report, for UK Government's round 2 Levelling Up Programme be endorsed.

CHAIR

DATE

CABINET

MONDAY, 25 JULY 2022

PRESENT: Councillor L.D. Evans (Vice Chair in the Chair)

Councillors (In Person):

C.A. Davies	G. Davies	P.M. Hughes	G.H. John
A. Lenny	E.G. Thomas	A. Vaughan Owen	

Councillors (Virtually):

J. Tremlett

Also in attendance (Virtually):

Councillor D. Cundy

The following Officers were in attendance (In Person):

W. Walters, Chief Executive
 C. Moore, Director of Corporate Services
 L.R. Jones, Head of Administration and Law
 G. Morgans, Director of Education & Children's Services
 A. Williams, Head of Waste and Environmental Services
 D. Hockenhull, Marketing and Media Manager
 H. Morgan, Economic Development Manager
 C. S. Higginson, Media Manager
 S. Rees, Simultaneous Translator
 J. Owens, Democratic Services Officer [Minute Taker]

The following Officers were in attendance (Virtually):

J. Morgan, Head of Homes & Safer Communities
 I. Jones, Head of Leisure
 M. Evans Thomas, Principal Democratic Services Officer
 J. Owen, Democratic Services Officer

Chamber - County Hall, Carmarthen. SA31 1JP and remotely: 10.00 - 10.52 am

1. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor D. Price.

2. DECLARATIONS OF PERSONAL INTEREST

<u>Name</u>	<u>Agenda Item</u>	<u>Declaration Of Interest</u>
W. Walters, Chief Executive	12 - Oriel Myrddin Capital Project	Husband works for one of the contractors on the framework.

3. QUESTIONS ON NOTICE BY MEMBERS

The Chair advised that no questions on notice had been submitted by members.

4. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

5. UK SHARED PROSPERITY FUND (UKSPF)

The Cabinet considered a report which detailed the level of funding to be provided to Local Authorities across the South-West Wales region over the next 3 years in accordance with the UK Shared Prosperity Fund (UKSPF) priority areas.

The Cabinet's endorsement was sought on the South-West Wales Regional Investment Plan set out at Appendix A to the report, which had been co-ordinated by Swansea Council as the lead Authority on behalf of the South-West region, for approval by the UK government and for delivery of the Fund thereafter.

UNANIMOUSLY RESOLVED THAT:

- 5.1 The steps taken to date to enable the County to benefit from the UK Shared Prosperity Fund (UKSPF) be endorsed;
- 5.2 The Regional Investment Plan for South-West Wales, which set out how the UK Shared Prosperity Fund (UK SPF) will be used in the region between 2022/23 and 2024/25, be approved prior to its submission to UK Government.

6. CARMARTHENSHIRE NATIONAL URDD EISTEDDFOD 2023

The Cabinet considered a report which provided information on the National Urdd Eisteddfod to be hosted by Carmarthenshire in 2023. It was noted that the event had been postponed from 2021 as a result of the coronavirus pandemic.

The Cabinet acknowledged the benefits that would be derived in terms of the economic well-being of Carmarthenshire, and the contribution to the development of the Welsh Language in the county which was reflective of the commitment to support the aspiration of reaching a million Welsh speakers by 2050. In this regard, reference was made to the Authority's Welsh in Education Strategic Plan (WESP) recently approved by the Minister for Education and Welsh Language, which set out the Council's development of the Welsh language provision in its schools for the next 10 years.

The Cabinet noted the request made by the Urdd for possible additional support to ensure the successful management of the event in light of the changes made following the coronavirus pandemic. In this regard the Authority's staffing implications were considered by the Cabinet. Reference was made to a Service Level Agreement which would be developed between the Authority and the Urdd to ensure that the best possible experience is given to the children, young people, and residents of the county during the 12month preparation period and during the week of the event.

UNANIMOUSLY RESOLVED:

- 6.1** That financial support be provided to the Carmarthenshire 2023 National Urdd Eisteddfod, with a financial contribution of £80,000 to be made to the Urdd Eisteddfod;
- 6.2.** That support be provided to the National Urdd Eisteddfod in accordance with the services listed in the report;
- 6.3** The Marketing and Media Manager be appointed to lead on the project, with quarterly reports submitted to the Cabinet.

7. CLIMATE CHANGE CROSS PARTY ADVISORY PANEL

Further to minute 9.2 of the meeting held 4th July 2022, consideration was given to a report on the proposed terms of reference and membership for the Climate Change Cross Party Advisor Panel, which was being established to support the Authority's approach to climate change and nature emergency.

UNANIMOUSLY RESOLVED that the membership and terms of reference of the cross party Climate Change Advisory Panel detailed within the report be approved.

8. ANNUAL TREASURY MANAGEMENT & PRUDENTIAL INDICATOR REPORT 2021/22.

As part of the requirements of the revised CIPFA Code of Practice on Treasury Management, the Cabinet considered the Council's Annual Treasury Management and Prudential Indicator Report for the 2021-22.

The Council adopted the Treasury Management Policy and Strategy and the five year capital programme for 2021-22 on the 3rd March 2021. The Annual report listed the activities that took place in 2021-22.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that the Annual Treasury Management and Prudential Indicator Report for 2021-22 be adopted.

9. COUNCIL'S REVENUE BUDGET MONITORING REPORT.

The Cabinet considered the Council's Revenue Budget Monitoring Report which provided members with an end of year financial position in respect of 2021/22.

It was reported that the final outturn figures indicated an underspend for the year at departmental level of £5,345k (and included the effect of the overbudgeted pay award for April 2021). After taking account of capital charges and the movement in Earmarked and Departmental reserves, the net position for the Authority was a £1,433k underspend.

Cabinet noted that the underspend was, in the main, attributable to factors which related to the coronavirus pandemic. In this regard, it was reported that substantial additional grant funding had been received from Welsh Government before the year end, and further coronavirus-related costs had been largely refunded under the Welsh Government hardship scheme. It was also explained that some capital financing under expenditure had been utilised to address significant pressure points on in-year capital project budgets. Furthermore, it was recognised that some services had been paused or reduced due to coronavirus restrictions as well as staffing vacancies during the reporting period which had contributed to the underspend.

Consideration was given to the Housing Revenue Account appended to the report at Appendix B which conveyed an underspend of £8,907k for 2021/22. A synopsis of the main variances was provided to Cabinet in respect of repairs and maintenance, supervision, management and support, provision for bad debt, capital financing charges, grant funding and income.

UNANIMOUSLY RESOLVED that the Council's Revenue Budget Monitoring for Year End 2021-22 be received.

10. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.

The Chair advised that no items of urgent business had been received.

11. EXCLUSION OF THE PUBLIC

UNANIMOUSLY RESOLVED, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following item as the report contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

12. ORIEL MYRDDIN CAPITAL PROJECT

The Chief Executive, W. Walters having earlier declared an interest in this item, departed the meeting.

Following the application of the public interest test it was RESOLVED pursuant to the Act referred to in minute no. 11 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the

Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in respect of this report outweighed the public interest in disclosing the information contained therein as disclosure would undermine the Council's position in the procurement process and unfairly prejudice the preferred contractor in the wider marketplace.

The Cabinet considered a report which provided information in respect of the development of the Oriel Myrddin Gallery.

UNANIMOUSLY RESOLVED to approve the recommendations as outlined in the report in order to support the development of the Oriel Myrddin Gallery.

CHAIR

DATE

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