

LLANGYFELACH COMMUNITY COUNCIL.

CYNGOR CYMUNED LLANGYFELACH.

MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 27 OCTOBER 2016.

Present: -

D. Belton. (Chairman).	G.T.Owen
Mrs M. E. Boyter	R.M.Harwood.
P. R. Crayford	P. Gibson.
P. Baker.	

Minute No. 86/2016. – Apologises for Absence.

The Clerk reported that he had received no apologies for tonight's Meeting.

NOTED.

Minute No. 87/2016. – Declaration of Interests from Members.

There was no Declaration of Interests from Members.

NOTED.

Minute No. 88/2016. - To consider the Minutes of the Council Meeting held on 8 September 2016.

The Minutes of the Council Meeting held on 8 September 2016 were considered and accepted as a true record, subject to the following amendment that:-

(1). Date of the Minutes of the last Council Meeting.

The Clerk reported that the date of the last Council Meeting, in the Minutes had been incorrectly titled & shown as 8 September July 2016 and should have read 8 September 2016.

The Clerk requested that this error be corrected accordingly.

AGREED.

Minute No. 89/2016 – To consider Matters arising from the Minutes of the Council Meeting held on 8 September 2016.

Nothing was raised under this Minute

NOTED.

(113/2016).

Minute No. 90/2016. –To consider Matters raised &/or referred to this Council from previous Council Meetings.

Nothing was raised under this Minute.

NOTED.

Minute No. 91/2016. – To receive questions from Members of the Public.

A large number of the Public attended the Council Meeting, predominately from Pengors Road, Llangyfelach.

The Chairman of the Council adjourned the Meeting in order that Members of the Public could address the Council.

Individual residents of Pengors Road addressed the Council regarding:-

- (1). the parking of vehicles by parents when they dropped off & collected their children from Llangyfelach Primary School, Pengors Road. These parents ignored the continuous yellow lines & the associated parking restrictions between 8.00.a.m to 4.00.p.m. The current parking control monitoring is less effective, as such patrols are mostly being undertaken when the children are in school.
- (2). the Eastern end of Pengors Road & the Close, does not have any yellow lines & DVLA personnel are continually parking on this stretch of highway causing great difficulties to the frontagers.
- (3). the residents fronting the central part of the left hand (North) side of Pengors Road do not have any off street parking facilities, consequently these residents are unable to park outside their premises; either due to parents waiting to pick up & drop off their children, during school term &/or the constant leaving of cars parked outside their properties by DVLA staff during their working hours, despite the DVLA having their own car parking facilities. They therefore request that “Resident Parking spaces are provided outside their homes”.

The Chairman of the Council reconvened the Meeting in order that Members of the Council could discuss these matters.

RESOLVED that

- (A). Councillor D. G. Sullivan request the City & County of Swansea’s appropriate Officers consider the above complaints & attend the Community Council’s December Meeting.
- (B). that the current parking control monitoring be increased, as a matter of urgency, at the beginning & end of School hours.

(114/2016).

Minute No. 92/2016. – to consider any matter relating to the Penpant Estate, including a Report from PCSO Mark Thomas.

Nothing was raised relating to the Penpant Estate.

PCSO Mark Thomas send an Email to the Council stated that he would be leaving the Llangyfelach area as he would now be working out of the Neath Police Station in the Community Safety Department. The Email further stated that if the Council have any issues, questions or events, the Council could contact Morryston Neighbourhood Policing Team or the Council can contact the following Officers:-

PCSO James Rees – 07880 057620 (Clase, Llangyfelach & Treboeth).

PCSO Aimee Heathley – 07825 022979 (Clase, Llangyfelach & Treboeth).

PCSO Ashley Bowen – 07584 770981 (Treboeth).

PCSO James Rees attended the Council Meeting but was called away on police duties before he was able to give his report.

NOTED.

Minute No. 93/2016. – To consider any matters relating to Highways & Footpaths.

(A). Update on Road Markings on Heol Pentrefelin, Llangyfelach.

Councillor Sullivan stated that the Legal Department had to approve the relevant Taffic Regulations before the relevant yellow lines could be lawfully implemented.

NOTED.

(A). (i). Email from a Mr S. Roberts, Y Llwyni, Llangyfelach regarding parking on Y Llwyni, Llangyfelach.

The Clerk reported the receipt of an Email, dated 29 June 2016 from the above Mr Roberts regarding the facility for visitors to park when visiting his family.

The Clerk informed Members that he had referred Mr Roberts to Councillor Sullivan.

Councillor Sullivan referred Members to his answer to Minute 93/2016. (A). above.

NOTED.

(B). Latest position on transfer of land at Y Llwyni, Llangyfelach.

The Clerk reported that there was no further news on the progress of this matter.

NOTED.

(115/2016).

- (C). **To consider the City & County of Swansea's Countryside Access Plan (Rights of Way Improvement Plan) 2017-2027.**

NOTED.

Minute No. 94/2016. – To consider & approve/determine (if thought appropriate) any Correspondence received, including Invoices & Requests for Payments (See tonight's Correspondence for details).

The Clerk referred to the system of reporting Correspondence. A total of 55 Items of Correspondence had been received as per the List of Correspondence, with the Council's Agenda, of which 44 had been NOTED.

Decisions resolved on the **List of Correspondence** are as follows and based on the No. given in the List of Correspondence enclosed with the Council's Summons and Agenda.

- (A). **Correspondence No. 5. – Independent Remuneration Panel draft Annual Report 2017/18. Section 13 relates specifically to Community & Town Councils. (<http://gov.wales/irpwsb/home/?lang=en>)**

RESOLVED that Members read this Report in order to comment on same at the next Council Meeting.

- (B). **Correspondence No. 6. (A). – Correspondence from BDO - Notice of Conclusion of Audit for year ending 31 March 2016.**

RESOLVED to display this Notice & to adopt the version of "If this information is not displayed alongside this notice, it is available for inspection by appointment."

- (C). **Correspondence No. 6. (D). – Correspondence from BDO – Date selection form for 2016/17.**

RESOLVED to select Display from 22/05/17 – 04/06/17.

- (D). **Correspondence No. 6. (F). – Correspondence from BDO – Client Satisfaction Survey Audits for the year ended 31 March 2016**

RESOLVED to grant plenary powers to the Clerk to complete this form.

- (E). **Correspondence No. 7. (A). – City & County of Swansea – Cost of 3 No. Planter Base Units for Llangyfelach Village Green for the Summer of 2017.**

RESOLVED to refer this Item to the November Council meeting.

- (F). **Correspondence No. 9. – Requirement to publish Notice of Adoption of Amended Code of Conduct.**

The Clerk reported that it was a requirement to publish a Notice of the Council's

(116/2016).

adoption of the Amended Code of Conduct in a national or local newspaper. The Clerk had approached several other Clerks to Community & Town Councils & subject to the approval of the Council, it had been agreed to share the cost of such a Notice in the Evening Post.

RESOLVED to refer this Item to the November Council meeting.

(G). Correspondence No. 12. (I). – A National Infrastructure Commission for Wales – To consider & if thought appropriate to pass observations on a Consultation document from the Welsh Government. (Closing date for comments 9 January 2017).

The Clerk reported that the consultation is available on the internet at:
<https://consultations.gov.wales/consultations/national-infrastructure-commission-wales>

RESOLVED to refer this Item to the November Council meeting.

(H). Correspondence No. 13. – Planning Aid Wales – Community Engagement Network Event at Chapter, Cardiff on 16 November 2016.

RESOLVED that the Clerk attend the above Event & the sum of £16.43. (No VAT payable) be paid to Planning Aid Wales.

(I). Correspondence No. 16. (B). – Confirmation that Council’s Insurance Policy covered the Visit of Father Christmas to Llangyfelach on 9 December 2016.

The Clerk reported that in view of the recent Police Email, dated 23 October 2016 (**Copy, Emailed to each Member**), that this matter be discussed at the Council Meeting.

RESOLVED that the Clerk arrange a Meeting, as soon as possible, with PS Meryl Bowen-Jones & a Sub-Committee comprising Councillors D. G. Sullivan, P. Baker & R. M. Harwood, together with the Clerk, attend such a meeting & report back to the Council.

(J). Correspondence No. 18. (A). – Request for a Financial Donation – “Support your Marie Curie Nurses in Swansea”.

RESOLVED to refer this Item to the November Council meeting.

(K). Correspondence No. 18. (B). – Request for a Financial Assistance – Llangyfelach Senior Citizens.

RESOLVED to pay, under Section (2) of the Local Government Act 2000: Power of

(117/2016).

Wellbeing, the sum of £250.00. to the Llangyfelach Senior Citizens, toward their 2016 Christmas Luncheon.

Minute No. 95/2016. – To consider all other matters, relating to Finance.

(A). Balances.

The Clerk reported that he had, once again, been unable to obtain from the Bank the Balances, as at today's date, for the Council's Current Account & Business Reserve Account. The latest balances for these Accounts had been taken from the Bank's Balance Sheets sent to the Clerk every month. The latest of these, as at 30 September 2016, showed that the Council's Current Account, on that date, was £12,952.15. and the Reserve Account at £21,921.57.

NOTED.

(B). Payments to be Made.

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|--|----------------------------------|
| (1). D. Jenkins (Clerk's Gross Salary for Oct '16)..... | £723.34. |
| Less Tax deducted..... | <u>144.60.</u> |
| (Net August Salary to be paid in Oct'16)..... | £578.74. |
| (2). Post Office Ltd – for HM. Revenue & Customs
(Tax deduction from Clerk's Gross Salary
to be paid for Oct '16)..... | |
| | £144.60. |
| | N.I.Employee's Contribution. NIL |
| Add. Council's N.I. Employer's Contribution..... | <u>6.53.</u> |
| (Total Tax & N.I.C's to be paid to Inland Revenue)..... | £151.13. |
| (3). Planning Aid Wales (Clerk's attendance at the
Community Engagement Network Event on
16 November 2016)..... | |
| | £16.43. |
| (4). Llangyfelach Senior Citizens (2016 Christmas Luncheon)..... | |
| | £250.00. |

RESOLVED that these payments be made.

(C). To consider & approve/determine/action (if thought appropriate) the new Draft/ Model Financial Regulations (June 2016).

RESOLVED that this Item be referred to the Council's Chairman of Finance & the Clerk to report to the next Council Meeting.

(D). To consider the Independent Remuneration Panel draft Annual Report 2017/18.

The Clerk reported that this Item had been dealt with under tonight's Minute No. 94/2016 – Correspondence Item (A).

(118/2016).

NOTED.

- (E). To consider the correspondence, dated 26 September 2016, from BDO, the Auditors appointed on behalf of the Auditor General for Wales (i.e. the Council's External Auditors) relating to completion of the Council's Audit for the year ending 31 March 2016. (Copies attached to the Summons & Agenda).**

RESOLVED to note & implement the issues raised in the BDO Report on the Council's Audit for the year ending 31 March 2016. (See also, tonight's Minute No. 94/2016. – Correspondence – Items (B), (C) & (D).

Minute No. 96/2016. – To consider any matters relating to the Christmas Festivities 2016.

This Item was dealt with under tonight's Minute No. 94/2016. – Correspondence. Item (I). above)

NOTED.

Minute No. 97/2016. – Clerk's Matters.

- (A). To consider & approve, if considered appropriate, the 2016-2017 Llangyfelach Community Council's Annual Risk Management Assessment Schedule.** (Copy had been attached to tonight's Summons & Agenda).

RESOLVED to approve & accept the above Schedule.

- (B). Opening of Quotations & to consider the awarding of the contract, for 2016 Christmas Newsletter.**

The Clerk reported that he had sort 3 Quotations for the 2016 Christmas Newsletter from Blank UK, The Printers & Kingsbridge Print Ltd. Only one quotation was received, from Blank UK.

RESOLVED to accept the quotation from Blank UK in the sum of £1,945.00. (No VAT payable) for 1200 copies of the 2016 Christmas Newsletter on the basis of 52pp (internal pages) + 4pp cover. The price is based on a pro-rata basis in 4 page increments, for any variation from 36 to 64 pages.

- (C). Opening of Tenders & awarding the contract, for the supply, erection & maintenance of a Christmas tree complete with decorative lights owned by the Council, to be situated in the grassed area, opposite the Plough & Harrow P.H. Llangyfelach.**

The Clerk reported that he had sort 4 Quotations for the above contract, from Phillips Services (Wales) Ltd, Commercial Christmas, Gower Heritage Centre & Bowen Hopkins Ltd. Only one quotation was received, from Phillips Services (Wales) Ltd.

(119/2016).

RESOLVED to accept the quotation from Phillips Services (Wales) Ltd in the sum of £1,909.58. excluding VAT.

(D). Last minute Matters relating to the Pentagon Website Development.

Members are aware that the Clerk does not have the expertise &/or computer knowledge to deal with the new Website development. The Clerk therefore recommends that a Sub-Committee be set up, comprising the initial Council's computer literate Members viz Councillors D. Belton & P. Baker, to which the Clerk suggests a third Member, should be added, to deal with the following various Stages as set out in the Pentagon Tender document, dated May 2016 viz.

(1). Initial Consultation Meeting.

Preliminary discussions & agreement to website objectives, budget etc. mind mapping, information architecture, site specification development & preparation & signing of agreement forms. As per Stage 1 of the Project Cost, as specified in Pentagon's Tender document, they are to provide drafts of the look & feel of the site for feedback from the Council

The Sub-Committee to notify the Council that they are satisfied prior to the signing of any agreement forms & will inform the Council that Stage 1 has been completed to their satisfaction in order that a cheque for the sum of £1,000.00. plus VAT can be paid to Pentagon.

(2). As per Stage 2 of the Project Cost, Pentagon will build a website template &/or content management system if required for feedback from the Council. Initially these will be up to 150 pages. After Stage 2 of the Tender document, has been completed to the satisfaction of the Sub-Committee, they will inform the Council that the sum of £1,850.00. plus VAT can be paid to Pentagon.

(3). As per Stage 3 of the Project Cost, Pentagon will manage gathering of content from the Council, provide content management system & technical integration; input of content. Contact form; Basic search engine promotion; 301 redirects; custom 404 page; Google Analytics; Feedback & Amendments.

When the Sub-Committee is satisfied that all the work in Stage 3 of the Tender has been completed, they will inform the Council that the sum of £950.00. plus VAT can be paid to Pentagon.

(4). Stage 4 of the Project Cost, in the Tender document, specifies that 2 hours training of the site content management system is provided free to the Council. The Clerk recommends that as many of the Council Members, as will be allowed by Pentagon, should take advantage of such training. Should however this number be limited, then the Clerk recommends the 3 Members of the Sub-Committee who will run the Website be given this training.

(5). The Project management & meetings which are specified in the Tender document at £150.00 plus VAT should in the opinion of the Clerk be paid in stage payments, as & when the meetings take place & should not exceed £150.00. plus VAT. (as per the Tender document). It is suggested that the Sub-Committee endeavour, at their Initial

(120/2016).

Consultation with Pentagon, try & agree to stage payments. Then when the Sub-Committee is satisfied that a meeting has taken place, they will inform the Council, the amount for each meeting to be paid to Pentagon.

Additional Costs. (as per **Minute No. 80/2016. (E). Items (2), (3) & (4).**)

- (6). The Council to be informed when the Additional Costs listed in the above Minute, have been incurred & are to the satisfaction of the Sub-Committee; in order that the relevant costs referred to, can be paid to Pentagon.

RESOLVED that:-

- (A). the third Member of the above Sub-Committee is Councillor P. R. Crayford.
(B). that (1) to (4) above is approved.
(C). that (5). above is agreed, subject to Pentagon's approval
(D). that (6). above is approved.

Minute No. 98/2016. - Purchase & Disposal of Books, Equipment etc.

Nothing was raised under this Item.

NOTED.

Minute No. 99/2016. – Planning Matters.

(A). Weekly Lists of Registered Planning Applications.

The following planning applications were discussed and Observations passed at the Meeting of the Council, held at 7.00.p.m.on 27 October 2016 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
35/2016.	-	-	-
36/2016.	-	-	-
37/2016.	2016/1817.	58, Pengors Road, Llangyfelach, Swansea. SA5. 7JF.	Single storey rear extension (application for a Certificate of Proposed Lawful Development).

Council's Observations.

The Council has no observations to make on this application.

(121/2016).

38/2016. - - -

39/2016. - - -

Council's Observations.

The Council has no observations to make on this application.

40/2016. - - -

41/2016.	2016/3112/FUL	88, Swansea Road, Llangyfelach, Swansea. SA5. 7JB.	Rear dormer with Juliette balcony & two side rooflights.
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Council's Observations.

The Council has no observations to make on this application.

(B). Any Other Planning Matters.

None.

Minute No. 100/2016. – Date of Next Council Meeting.

RESOLVED that the next Council Meeting will be held on 8 December 2016.

Approved by the Council & signed by the Chairman.....

Dated 10 November 2016.