

LANGYFELACH COMMUNITY COUNCIL.

CYNGOR CYMUNED LLANGYFELACH.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD ON THURSDAY 12 MAY 2016.

Present: -

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

Minute No. 16/2016. – Election of Chairperson & to receive the New Chairman's Declaration of Acceptance of Office as Chairman.

Councillor D. Belton was elected unanimously as the Council's Chairman for the Council's year of office, commencing May 2016. He then signed the Declaration of Acceptance of Office as Chairman of the Council.

NOTED.

Minute No. 17/2016. – Vote of Thanks & Appreciation to last year's Chairman.

Councillor D. Belton moved a Vote of Thanks & Appreciation, on behalf of the Council, to Councillor P.R. Crayford, for his work for the residents of the Ward & as the Council's Past Chairman.

AGREED.

Minute No. 18/2016. – Election of Vice-Chairperson.

Councillor Mrs M. E. Boyter was elected unanimously as the Vice-Chairman for the Council's year of office, commencing May 2016.

AGREED.

Minute No. 19/2016. – Apologies for Absence.

The Clerk reported that he had received verbal apologies from Councillor R. M. Harwood (Prior Appointment), Councillor Gwilym Owen (Hospitalisation of his wife) & that they would be unable to attend tonight's Meeting.

NOTED.

(41/2016).

Minute No. 20/2016. – Declaration of Interests from Members.

The Clerk reported that there were no declarations of interest.

NOTED.

Minute No. 21/2016. - To consider the Minutes of the Council Meeting held on 14 April 2016.

The Minutes of the Council Meeting held on 14 April 2016 were considered and accepted as a true record subject to the following correction:-

- (A). The Clerk reported that Agenda Item 14. (B).was incorrect, due to a typing error & instead of Heol Pentregethin Road should read **Heol Pentrefelin Road**. He asked for confirmation of this alteration.

AGREED.

Minute No. 22/2016 – To consider Matters arising from the Council Meeting held on 14 April 2016

Nothing was raised under this Minute.

NOTED.

Minute No. 23/2016. – To consider matters referred to this Council, from previous Council Meetings or arising from previous Council Meetings.

Nothing was raised under this Minute.

NOTED.

Minute No. 24/2016. – To receive questions from Members of the Public.

The Clerk reported that no Members of the Public were present.

NOTED.

Minute No. 25/2016. – Appointment of Committees & the Appointment of Chairman & Vice-Chairman of those Committees.

The Clerk drew to Members attention that the Chairman & Vice Chairman of the Council were to be Members of all Committees and all Members of the Council can attend **ALL Council Committee Meetings but ONLY the appointed Committee Members can VOTE in the relevant Committee Meetings.**

(42/2016).

The Clerk referred to the list of last year's Chairmen, Vice-Chairmen & Committees, which had been circulated to Members for their information.

RESOLVED that the undermentioned Members be appointed, to the following Committees:-

(i). Finance Committee (which comprises 6 Members): -

Councillors D. Belton, P. Baker, R. M. Harwood, D. G. Sullivan, P. R. Crayford, Mrs M. E. Boyter were appointed to be the Members of the above Committee.

Councillor R. M. Harwood was appointed the Chairman, for the year May 2016 to April 2017. The appointment of the Vice-Chairman of the Committee was deferred to the first Meeting of the Committee.

(ii). Highways and Footpaths Committee (which comprises 6 Members): -

Councillors D. Belton, P. Baker, P. Gibson, R. M. Harwood & Mrs M. E. Boyter were appointed to be the Members of the above Committee, for the year May 2016 to April 2017 & the vacancy kept until the new co-opted member was appointed. The appointment of the Chairman and Vice-Chairmanships were left until the first meeting of the Committee.

(iii). Planning, Development & Land Committee (To comprise 6 Members): -

Councillors D. Belton, P. Baker, P. R. Crayford, R. M. Harwood & Mrs. M. E. Boyter were appointed to comprise the Members of the above Committee & the vacancy kept until the new co-opted member was appointed. Councillor P. Baker was appointed the Chairman for the year May 2016 to April 2017. The Vice-Chairmanship of the Committee was left until the first meeting of the Committee.

(iv). Race Relations Committee (which comprises 5 Members):-

Councillors D. Belton, P. R. Crayford, P. Baker, R. M. Harwood, & Mrs. M. E. Boyter were appointed to be the Members of the above Committee. The appointment of the Chairman and Vice- Chairman was left until the first meeting of the Committee.

AGREED.

Minute No. 26/2016. – Appointment of Council's Representatives to External Bodies.

(A). South Wales Police Meetings with Representatives of Community Councils. – PACT Meetings.

RESOLVED that Councillor Mrs M. E. Boyter represent the Council at all PACT Meetings.

(43/2016).

(B). City & County of Swansea Forum Meetings with Community Councils.

RESOLVED that Councillor P. R. Crayford, be appointed as the Council's representative & the Clerk's attendance at these meetings be an approved duty. In the absence of the Council's representative, the Clerk is authorised to be the Council's representative.

(C). One Voice Wales Meetings.

RESOLVED that Councillor P. Baker be appointed as the Council's representative. The Clerk's attendance at these meetings be an approved duty.

(D). The Society of Local Council Clerk's Meetings.

RESOLVED that the Clerk be appointed as the Council's representative & the Clerk's attendance at these meetings be an approved duty.

AGREED.

Minute No. 27/2016. – Consideration of Payment of Annual Subscriptions (if any).

The Clerk reported that he was not aware of any outstanding subscriptions, other than those mentioned in tonight's Correspondence however there may be some in future Council Correspondence.

NOTED.

Minute No. 28/2016. – Consideration of the Chairman's Allowance.

RESOLVED unanimously to pay, as in previous years, the sum of £250.00. to this year's Chairman, Councillor D. Belton.

Minute No. 29/2015. – To consider any matter relating to the Penpant Estate, Llangyfelach.

(A). PCSO Mark Thomas, was unable to attend tonight's Council Meeting. No Member or the Clerk had anything to report.

NOTED.

Minute No. 30/2015. – To consider any matters relating to Highways & Footpaths.

The Members discussed the speeding of vehicles from the M4 Junction 46 up Swansea Road & the potential hazard to vehicles leaving Pengors Road, to enter Swansea Road at this T junction. Vehicles accelerated up the hill & the partial blind exit from Pengors Road was an extreme hazard. Councillor Sullivan confirmed that he would arrange a site meeting with a representative of the City & County of Swansea's Highway's Department to pursue this matter.

(44/2016).

RESOLVED that in addition to the proposed site meeting, the Clerk write to the City & County of Swansea's Highway's Department regarding this danger & request that pads be placed along Swansea Road from Junction 46 of the M4, up to Pengors Road including pads across Pengors Road at its junction with Swansea Road.

(A). Update on the Proposed Street Lighting of the new Footpath on Pantlasau Road, Llangyfelach.

The Clerk reported that he had received no further news on this proposal.

NOTED.

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

Councillor D. G. Sullivan reported that there had been 8 objections to these proposed markings but he understood that these yellow lines would be painted shortly, following approval by the City & County of Swansea's Legal Department.

NOTED.

(C). Latest position on proposed transfer of Land at Y Llwyni, Llangyfelach from City & County of Swansea to the Community Council.

The Clerk referred to Item 9 in tonight's Correspondence. Item 9. (A) was a letter from the Council's solicitors, Messrs Richards & Lewis, dated 27 April 2016, and 2 No. Emails from Martin Bignell, Manager of Tree Service Unit of the City & County of Swansea, dated 19 April – Tree Survey and 27 April – Llangyfelach Green. (Copies had been sent to all Members)

NOTED.

Minute No. 31/2016. – Notification to the Community Council of the Intention to Tender for the Website Design of a New Council Website.

The Clerk reported that Majestic Media had complied, in accord with the Tender document, by 5 May and the other two companies, VisionICT & Paragon had replied, a day later on 6 May 2016.

RESOLVED to accept all 3 Notifications of the Intention to Tender.

Minute No. 32/2016. – To consider the new Model Code of Conduct for Members.

The Clerk referred to the new Model Code of Conduct for Members referred to in tonight's Correspondence Item 13 – The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 which must be adopted by 26 July 2016. (Copies had been sent to all Members).

(45/2016).

RESOLVED to adopt the text of the amended Model Code of Conduct as shown in the Welsh Government's letter, entitled Local Government Ethical Framework, dated 2 March 2016 as the Community Council's new Code of Conduct. It further resolved that in accord with Section 17 of the Code (relating to the Registration of Gifts & Hospitality) that any gift, hospitality, material benefit or advantage above £25.00. must be given in writing, within 28 days, of the existence & nature of that gift, hospitality, material benefit or advantage, to the Council's proper officer -

Minute No. 33/2016. – To consider the new Model Financial Regulations for the Community Council.

The Clerk referred an Email from One Voice Wales, dated 9 May 2016, recalling the Model Financial Regulations that were recently issued by them.

NOTED.

Minute No. 34/2016. – To consider & approve/determine (if thought appropriate) all Correspondence received, including Invoices etc., & Requests for Payment (See tonight's Correspondence for details).

The Clerk referred to the system of reporting Correspondence. A total of 29 Items of Correspondence had been received as per the List with the Council's Agenda; of which 19 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. 1. – Absence of attendance of Council Meetings for the past 5 months.

Councillor G. T. Owen had apologised for his non-attendance for the past 5 months, including tonight's Meeting, was due to his wife's hospitalisation. He requested that the reasons given for his absence be approved by the Council under the Local Government Act 1972.

RESOLVED that Councillor G. T. Owen reasons for his absence be approved.

(B). Correspondence No. 6. – Requests for Financial Assistance.

A. Towards the Big Lunch on Pengors Road, Llangyfelach in early June.

RESOLVED to make a donation of £100.00. towards the above Luncheon provided that all the local residents from Llangyfelach could attend.

B. Macmillan Cancer Support.

RESOLVED to make a donation of £100.00. towards the services they provide, under the

(46/2016).

Local Government Act 2000, Section 2. (1). (b).

(B). Correspondence No. 7. – Request to place a Poster in the Council’s Notice Board.

AGREED to place a Poster from Marie Curie on the “Blooming Great Tea Party” in the Council’s Notice Board.

(C). Correspondence No. 8. – Society of Local Council Clerk’s National Conference on 13 – 15 October 2016.

RESOLVED that the Clerk attend the above Conference & the sum of £385.00. (plus £35.00.VAT) be paid to the SLCC for his attendance.

(D). Correspondence No. 13. – The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

The Clerk reported that this Item was adopted & dealt with under **Minute No. 32/2016** above.

NOTED.

(D). Correspondence No. 15. & 16. – . Quotations for the Renewal of the Council’s Insurance Policy from 1 June 2016 to 31 May 2017.

The Clerk reported that Quotations had been received from:-

- (1). Zurich Municipal£300.47.
- (2). Via Came & Company – Insurance Brokers.
 - (A). Aviva.....£316.90.
 - (B). Ecclesiastical.....£273.75.
 - (C). Hiscox.....£301.81.

RESOLVED that the quotation from Aviva Insurance via Came & Co for the renewal of the Council’s Insurance policy, be accepted & the sum of £316.90 be paid to Came & Company.

(D). Correspondence No. 17. A. – Swan CD Ltd. – Invoice No.48924.

RESOLVED to pay Swan CD Ltd the sum of £35.00. (incl.£5.83.VAT). for Norton Security for the Council’s computer.

(E). Correspondence No. 17. B. – Swan CD Ltd. – Estimate No. 24180.

(47/2016).

RESOLVED to accept the above estimate & pay Swan CD Ltd the sum of £50.00.
(incl.£8.33.VAT). for a 500 GB USB external hard drive.

(F). Correspondence No. 20. – Refund of purchase of 2 No. reams of paper.

RESOLVED to refund D. Jenkins the sum of £5.00. for the purchase of the above paper.

Minute No. 35/2016. – To consider all other matters, relating to Finance.

(1). Balances.

The Clerk reported that as at today's date, the Clerk had been verbally informed, by the Bank that the Council's Current Account stood at £12,831.27. and the Reserve Account at £21,916.95.

NOTED.

(2). Payments Received.

(A). City & County of Swansea (First part of Precept).....£6333.33.

(3). Payments to be Made.

- (A). D. Jenkins (Clerk's Gross Salary for May '15.....£716.19.
Less Tax deducted..... 143.20.
(Net May Salary to be paid in May'15).....£572.99.
- (B). Post Office Ltd – for HM. Revenue & Customs
(Tax deduction from Clerk's Gross Salary
to be paid in May '15).....£143.20.
N.I.Employee's Contribution. NIL
Add. Council's N.I. Employer's Contribution..... 5.55.
(Total Tax & N.I.C's to be paid to Inland Revenue).....£148.75.
- (C). Macmillan Cancer Support.....£100.00.
- (D). SLCC's National Conference – Oct.2016 (Attendance fee).....£420.00.
- (E). Came & Company. (Premium for Renewal of Council Insurance
policy by Aviva Insurance.).....£316.90.
- (F). Swan CD Ltd. - Invoice No.48924 (Purchase of
Norton Security).....£35.00.
- (G). Swan CD Ltd. – Estimate No. 24180. (Purchase of
500 GB USB external hard drive).....£50.00.
- (H). D. Jenkins (Refund of purchase of 2 No. reams of paper).....£5.00.

(48/2016).

RESOLVED that these payments be made.

4. (A). & (B). Quotations for the Renewal of the Council's Insurance Policy from 1 June 2016 to 31 May 2017.

The Clerk reported that these matters had been dealt with under **Minute No. 34/2016. (D).** above.

NOTED.

Minute No. 36/2016. – To consider any matters relating to the Christmas Festivities 2016.

Nothing was raised under this Minute.

NOTED.

Minute No. 37/2016. – Clerk's Matters.

(A). Authority for the Clerk to attend & vote on behalf of the Council at meetings of One Voice Wales, if the Council's representative is not present, such attendance to be an approved duty

AGREED.

(B). Authority for the Clerk to attend & vote on behalf of the Council at meetings of the Community/Town Council's Forum, if the Council's representative is not present, such attendance to be an approved duty

AGREED.

(C). Authority for the Clerk to attend all Meetings of the Society of Local Council Clerks, such attendance to be an approved duty

AGREED.

(D). Authority for the Clerk to offer, if he considers it appropriate, to the County Archivist for their safe keeping, any Council's Minutes prior to 31 March 2015, which are in his possession.

AGREED.

(E). Authority for the Clerk to purchase minor office equipment, stationery & computer supplies etc. required for Council purposes.

AGREED.

(49/2016).

(F), To grant delegated powers to the Clerk to pass Observations, on behalf of the Council, on all Planning Matters received during the Council's summer recess & during the Christmas & New Year period; if the time limit set by the Local Planning Authority would be exceeded prior to the next Council Meeting.

AGREED.

Minute No. 38/2016. – Purchase & Disposal of Books & Equipment etc.

(A). Authority for the Clerk to dispose of various books & Council correspondence including planning applications etc. if he considers it appropriate.

AGREED.

(B). Authority for the Clerk to dispose of items of Council equipment, not working & not economically repairable to the City & County of Swansea's tip.

AGREED.

Minute No. 39/2016. Planning Matters.

(A). Weekly Lists of Registered Planning Applications.

The following planning applications were discussed and Observations passed at the Annual General Meeting of the Council, held at 7.00.p.m.on 12 May 2016 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
14/2016.	-	-	-
15/2016.	2016/0627.	Land adjacent to Morryston Hospital & Cwrtnewydd Mynydd Gelli Wastad Road, Morryston, Swansea. SA6. 6PX.	Use of land for car parking for an operational period of 3 years, including alteration to existing access from Mynydd Gelli Wastad Road, & all associated operations & the use of adjacent land for the storage of topsoil.

Council's Observations.

No Observations were passed.

2016/0712.	88, Swansea Road, Llangyfelach, Swansea. SA5. 7JB.	Single storey rear extension.
------------	--	-------------------------------

(50/2016).

Council's Observations.

No Observations were passed.

16/2016.	-	-	-
17/2016.	-	-	-

(B). Any Other Planning Matters.

(1). The Clerk reported the receipt of letters, dated 11 April 2016, from the LPA stating that the following planning applications had been **Approved, subject to conditions:-**

(A). Planning Application No. 2016/0331 – Land at Llangyfelach roundabout A48, Swansea Road/Clasemont Road, Swansea.
The following conditions were imposed:-

- 1 All advertisements displayed, and any land used for the display of advertisements, shall be maintained in a clean and tidy condition to the reasonable satisfaction of the Local Planning Authority.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 2 Any hoarding or similar structure, or any sign, placard, board or device erected or used principally for the purpose of displaying advertisements shall be maintained in a safe condition to the reasonable satisfaction of the Local Planning Authority.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 3 Where any advertisement is required under the above-mentioned regulations to be removed, the removal thereof shall be carried out to the reasonable satisfaction of the Local Planning Authority.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 4 The development shall be carried out in accordance with the following approved plans and documents: Site location plan, signage details as received 16 February 2016.
Reason: To define the extent of the permission granted.

INFORMATIVES:

- 1 The development plan covering the City and County of Swansea is the City and County of Swansea Unitary Development Plan. The following policies were relevant to the consideration of the application: EV14.
- 2 This consent is issued without prejudice to any other consents or easements that may be required in connection with the proposed development.

(B). Planning Application No. 2016/0318 – WDA roundabout, A48 Penllergaer Business Park, Swansea.

(51/2016).

The following conditions were imposed:-

- 1 Before any advertisement is displayed on land pursuant to this consent the permission of the owner of that land or other person entitled to grant permission in relation thereto shall be obtained.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 2 All advertisements displayed, and any land used for the display of advertisements, shall be maintained in a clean and tidy condition to the reasonable satisfaction of the Local Planning Authority.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 3 Any hoarding or similar structure, or any sign, placard, board or device erected or used principally for the purpose of displaying advertisements shall be maintained in a safe condition to the reasonable satisfaction of the Local Planning Authority.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 4 Where any advertisement is required under the above-mentioned regulations to be removed, the removal thereof shall be carried out to the reasonable satisfaction of the Local Planning Authority.
Reason: To comply with the requirements of the Town and Country Planning (Control of Advertisement) Regulations, 1992.
- 5 The development shall be carried out in accordance with the following approved plans and documents: Site location plan, signage details received 16 February 2016.
Reason: To define the extent of the permission granted.

NOTED.

Minute No. 40/2016. – Date of Next Council Meeting.

RESOLVED that the next Council Meeting will be held on 16 June 2016.

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

Dated 16 June 2016.

(52/2016).