

LLANGYFELACH COMMUNITY COUNCIL.

CYNGOR CYMUNED LLANGYFELACH.

MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 14 JULY 2016.

Present: -

D. Belton. (Chairman).
Mrs M. E. Boyter

P. Gibson.

P. Baker.
R.M.Harwood.

Minute No. 56/2016. – Apologises for Absence.

The Clerk reported that he had received a verbal apologies from Councillors G.T.Owen (Wife in Hospital), & P. R. Crayford (Holidays) & that they would be unable to attend tonight's Meeting.

NOTED.

Minute No. 57/2016. – Declaration of Interests from Members.

There were no Declaration of Interests from Members.

NOTED.

Minute No. 58/2016. - To consider the Minutes of the Council Meeting held on 16 June 2016.

The Minutes of the Council Meeting held on 16 July 2016 were considered and accepted as a true record.

Minute No. 59/2016 – To consider Matters arising from the Minutes of the Council Meeting held on 16 June 2016.

Nothing was raised under this Minute.

NOTED.

Minute No. 60/2016. –To consider Matters raised &/or referred to this Council from previous Council Meetings.

Nothing was raised under this Minute.

NOTED.

(79/2016).

Minute No. 61/2016. – To receive questions from Members of the Public.

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

NOTED.

Minute No. 62/2016. – to consider any matter relating to the Penant Estate.

Nothing was raised under this Minute.

NOTED.

Minute No. 63/2016. – To consider any matters relating to Highways & Footpaths.

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

Nothing was raised under this Item.

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.

Minute No. 64/2016. – 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 20 Items of Correspondence had been received as per the List of Correspondence, with the Council's Agenda, of which 12 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. 2. – Lyn Llewellyn Internal Audit Service - Invoice for payment in respect of the internal audit for the financial year ending 31 March 2016.

RESOLVED to pay Lyn Llewellyn Internal Audit Service the sum of £214.00. (No VAT payable) in respect of the internal audit for the above.

(B). Correspondence No. 6. A. – NatWest - Request for Information regarding the Person who can contact the Bank.

The Clerk reported that following Minute No 52/2016. Item A. regarding Incorrect

Direct Debits being charged to the Council's Current account, the Clerk had now been referred to Mr S. Fishwick of their Account Maintenance Team (Rotherham), Small Business & Community Banking to confirm that the Clerk was the relevant officer to deal with the Bank, together with a copy of the Council's original letter of the Council's authorised signatories for Council accounts & a certified copy (by the Chairman of the Council & Chairman of Finance) of Minute No. 114/2012. Item E. of the Council held on 13 December 2012 for the Bank Mandate. In this Minute it was resolved that:-

- (A). all Council Members sign the new NatWest Mandate & that any two Members of the Council be authorised to sign Council cheques.
- (B). the Bank be instructed to send all Statements etc. to the Clerk of the Council Mr D. Jenkins & provide him with any other information, he may require in respect of the Council's Accounts &
- (C). the Council authorises the Clerk to close any of the Council's Accounts & also to transfer money from any Council account, from one Council account to any other Council account.

The Bank further requested that the Clerk provide two security answers for future identification.

NOTED.

- (C). **Correspondence No. 10. A. – Re-imburement of the purchase of an ink stamp – “Certifying true copy of the Original” by Councillor D. Belton.**

RESOLVED to pay D. Belton the sum of £24.00. (No VAT payable).

- (D). **Correspondence No. 10. B. – Re-imburement of the Clerk for registered postage of papers to the external auditors**

RESOLVED to pay D. Jenkins the sum of £7.25. (No VAT payable) for the above postage.

- (E). **Correspondence No. 10. C. – Re-imburement of the Clerk for purchase of paper.**

RESOLVED to pay D. Jenkins the sum of £5.00. (No VAT payable) for purchase of 1 No. ream of paper for the Council's PC.

- (F). **Correspondence No. 10. D. – Re-imburement of the Clerk for payment of photocopying of papers for audit.**

RESOLVED to pay D. Jenkins the sum of £1.05. (No VAT payable) for photocopying.

- (G). **Correspondence No. 11. – Parking query on Y Llwyni, Llangyfelach.**

RESOLVED to refer this matter to the next Council Meeting.

(81/2016).

Minute No. 65/2016. – To consider all other matters, relating to Finance.

(A). 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 £9,587.39 and the Reserve Account at £21,918.81.

N.B. The Clerk reported he had to give details of his personal account to obtain the above balances.

NOTED.

(B). Payments to be Made.

- (1). D. Jenkins (Clerk's New Gross Salary for July '16).....£723.34.
Less Tax deducted.....144.60.
(Net July Salary to be paid in July'16).....£578.74.
- (2). Post Office Ltd – for HM. Revenue & Customs
(Tax deduction from Clerk's Gross Salary
to be paid for July '16).....£144.60.
N.I.Employee's Contribution. NIL
Add. Council's N.I. Employer's Contribution.....6.53.
(Total Tax & N.I.C's to be paid to Inland Revenue).....£151.13.
- (3). Lyn Llewellyn Internal Audit Service (Internal audit for
year ending 31 March 2016).....£214.00.
- (4). D. Belton. (Purchase of an ink stamp).....£24.00.
- (5). D. Jenkins. (Re-imburement of registered postage
to the external auditors)..... £7.25.
- (6). D. Jenkins. (Re-imburement for purchase of paper)..... £5.00.
- (7). D. Jenkins (Re-imburement for Photocopying).....£1.05.

RESOLVED that these payments be made.

(C). To consider the Tenders received for the Website Design for the Council's new Website.

The Tenders for the Website Design were opened by Councillors D. Belton & P. Baker in the presence of the Clerk as per (Minute No. 31/2016 as amended by Minute No. 43/2016). The Clerk reported that a basic comparison of these tenders had been sent to each Member prior to the Council Meeting, as shown on separate sheets attached to these Minutes as Appendix A

(82/2016).

As per the aforementioned Minutes, these Councillors recommended to the Council, that despite the tender from Pentagon being the highest tender, it was the only tender which meets the specification & requirements of the Council.

The Clerk drew to the Members attention that the proposed expenditure exceeds the sum of £1500. for this project, in the Council's Budget for the current financial year.

RESOLVED:-

- (1). that the contract for the Design for the Council's Website be awarded, in principle, to Pentagon in the sum of £3,950. plus VAT. and
- (2). the additional costs, site warranty, maintenance & adhoc support be clarified & determined at the September Council Meeting.

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

RESOLVED to refer these regulations to a future Council Meeting.

Minute No. 66/2016. – To consider any matters relating to the Christmas Festivities 2016.

Nothing was raised under this Minute.

NOTED.

Minute No. 67/2016. – Clerk's Matters.

(A). 2015-2016 Llangyfelach Community Council's Annual Risk Management Assessment Schedule.

The Clerk referred to the Internal Auditor Report & that the Council had not Minuted the 2015-16 Risk Assessment & it is a statutory requirement to do same. The Clerk apologised for this oversight which he had explained in Minute No. 50/2016. In order to rectify this oversight, the Clerk presented to the Council, the 2015-2016 Risk Assessment & requested, if the Council was satisfied with this Schedule that they approve same.

RESOLVED to approve the 2015-2016 Council's Risk Assessment.

Minute No. 68/2016. - Purchase & Disposal of Books, Equipment etc.

Nothing was raised under this Item.

NOTED.

Minute No. 69/2016. – Planning Matters.

(83/2016).

(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 14 July 2016 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
23/2016.	2016/1142.	Land adjacent to 9, Bryntywod. Llangyfelach Swansea. SA5. 7LF.	Detached dwelling.

Council's Observations.

The Council has no observations to make on this application.

24/2016.	-	-	-
25/2016.	2016/1270.	Heol Llangyfelach, Felindre, Swansea. SA5. 7LU.	Temporary park & ride & park & share facility (Renewal of temporary Planning permission 2014/0913 granted 30 June 2014) together with new temporary lighting, power supply & GRP power supply housing.

Council's Observations.

The Council has no observations to make on this application.

26/2016.	2016/1239.	Land at Beechwood House, Bryntywod, Llangyfelach, Swansea. SA5. 7LP.	Construction of new workshop buildings & associated vehicular hard standing area.
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Council's Observations.

The Council has no observations to make on this application.

(B). Any Other Planning Matters.

- (1). **The City & County of Swansea's Local Development Plan: Deposit Consultation.**

The Clerk reported the receipt of a letter, dated 24 June 2016 & subsequently updated, from the City & County of Swansea's Strategic Planning Team regarding the above Consultation.

In the amended newsletter the Community Council was informed that the public consultation period will run through July & August 2016

A series of Community Events will be held across the County during the consultation period, the times & locations of which are set out below. These sessions will allow local communities to discuss elements of the consultation with Officers & provide an opportunity for them to submit their views.

The events are drop in exhibitions rather than formal presentations – i.e. there is no need to book, people can just drop by during open times & staff will be on hand to answer queries.

Date	Time	Venue
Wednesday, 29 June 2016.	9a.m – 1 p.m.	Quadrant Shopping Centre.
Friday, 1 July 2016.	4 – 7p.m.	Felindre Village Hall, Felindre.
Monday, 4 July 2016.	4-7p.m.	Penllergaer Primary School, Penllergaer.
Tuesday, 5 July 2016.	10a.m. – 1p.m.	Pontardulais Institute, Pontardulais.
Wednesday, 6 July 2016.	10a.m – 1p.m.	Newton Village Hall, Newton
Thursday, 7 July 2016.	4-7p.m.	YGG Pontybrenin, Gorseinon.
Friday, 8 July 2016.	2-5p.m.	Montana Park Community Centre, Landore.
Monday, 11 July 2016.	2-5p.m	Pennard Parish Hall, Pennard.
Tuesday, 12 July 2016.	4-7p.m.	Swansea Vale Resource Centre.
Wednesday, 13 July 2016.	4-7p.m.	Cockett Community Centre.
Thursday, 14 July 2016.	1-4p.m.	Port Tennant Community Centre, Port Talbot.
Friday, 15 July 2016.	2-5p.m.	Clase Community Centre, Clase.
Tuesday, 19 July 2016.	3-6p.m.	Pontlliw Village Hall, Pontlliw.
Wednesday, 20 July 2016.	4-7p.m.	Llangyfelach Church Hall, Llangyfelach,

Minute No. 70/2016. – Date of Next Council Meeting.

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

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

Dated 8 September 2016.

(85/2016).