

# **LLANGYFELACH COMMUNITY COUNCIL.**

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## **CYNGOR CYMUNED LLANGYFELACH.**

### **MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 14 MARCH 2019.**

#### **Present: -**

P. Baker. (Chairman).  
M. A. Glover

P. Gibson  
M. S. Tribe.

D. G. Sullivan.

#### **Minute No. 214/2018. – Apologies for Absence.**

P.R. Crayford.(Prior Appointment) & M. E. Boyter (Ill Health).

**NOTED.**

#### **Minute No. 215/2018. – Declaration of Interests from Members.**

The Clerk reported that there were no Declarations of Interests from Members.

**AGREED.**

#### **Minute. 216/2018 – To consider the Minutes of the Council Meeting held on 14 February 2019.**

The Minutes of the Council meeting held on 14 February 2019 were considered and accepted as a true record.

**AGREED.**

#### **Minute. 217/2018 – To consider Matters Araising from the Minutes held on 14 February 2019.**

The Clerk referred to Page 180/2018 (Schedule of Payments to be Made) of the February 2019 Council meeting & stated that the Resolution should be amended to read:-

**RESOLVED** that these payments be made **except for Items Nos (5) & (6) above which are cancelled.**

**AGREED.**

#### **Minute. 218/2018 – To consider matters raised &/or referred to this Council, from previous Council Meetings.**

(8/2019).

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 219/2018. - To receive questions from Members of the Public.**

The Clerk reported there were no members of the Public present.

**NOTED.**

**Minute No. 220/2018. – To consider any matters relating to Llangyfelach Ward.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 221/2018. – To consider any matters relating to Highways & Footpaths,**

Councillor Sullivan reported on the latest position of the proposed yellow lines at the top end of Pengors Road (i.e. The Close end) & that he had been informed by the Highways Department of Swansea Council that they were drawing up a revised scheme prior to the Legal Department advertising same.

**NOTED.**

**Minute No.222 /2018. – Latest position on transfer of land at Y Llwyni, Llangyfelach.**

The Clerk reported the Council had not todate been able to contact Mr Bignall (who had prepared the latest Tree Survey of this land, for Swansea City Council) or Mr Bolt (who had given the Community Council an update on the cost of cutting the grass on this land by Swansea City).

**RESOLVED** that before any further action is taken on this proposed lease, the Clerk:-

- (A). ascertain any additional cost of the Council's solicitor attending a site meeting with the Members of the Community Council,
- (B). arrange a convenient appointment for Members of the Council to meet on site Mr Bignall, Mr Bolt, Mr R. Mulcahy (Maintenance Manager Highways of Swansea City Council - who had informed the Clerk of the present position of the adopted footpaths on this site) &.
- (C). to invite the City & County of Swansea's solicitor to the site meeting.

**Minute No. 223/2018. – To consider any matters relating to the Mynydd y Gwair Community Fund.**

(9/2019).

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 224/2018. – To consider the Independent Remuneration Panel for Wales (Final) Annual Report for 2019 to 2020..**

The Community Council decided to make the following decisions in respect of the Determinations contained in the Report:-

- (A). Determination 40: All community & town Councils must make available a payment to each of their members of £150 per year as a contribution to costs & expenses.**

**RESOLVED** that each Member to notify the Clerk, in writing, as soon as possible whether they wish to paid the above sum.

- (B). Determination 43. Community & town Councils can make payments to each of their members in respect of travel costs for attending approved duties. Such mileage must be the actual costs of travel by public transport or the HMRC mileage allowance as below:**

**45p per mile up to 10,000 miles in the year.  
25p per mile over 10,000 miles.  
5p per mile per passenger carried on authorised business.  
24p per mile for private motor cycles.  
20p per mile for bicycles.**

**RESOLVED** that the Council adopt this Determination.

- (C). Determination 44: If a community or town councils resolves that a particular duty requires an overnight stay, it can authorise a reimbursement of subsistence expenses to its members at the maximum rates as set out below:**

**£28 per 24- hour period allowance for meals, including breakfast where not provided.  
£200. – London overnight.  
£95 – elsewhere overnight.  
£30 – staying with friends &/or family overnight.**

**RESOLVED** that the Council adopt this Determination.

- (D). Determination 45: Community & town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:**

**(10/2019),**

Up to £54.00 for each period not exceeding 4 hours

Up to £108.00 for each period exceeding hours but not exceeding 24 hours

**RESOLVED** that the Council **do not** adopt this Determination.

(E). **Determination 46: All community & town councils must provide for the reimbursement of necessary costs for the care of dependent children & adults (provided by informal or formal carers) & for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

**Minute No. 225/2018. – Correspondence re. Welsh Government Support for the initial setting up of joint arrangements around three core themes of community engagement, increasing citizen participation & engagement in local democracy & working together on a shared service.**

NOTED.

**Minute No. 226/2018.. Underground Nuclear Waste Dump in Wales.**

NOTED.

**Minute No. 227/2018. – To consider & approve/determine (if thought appropriate) all Correspondence received, including, Invoices etc & Requests for Payment (see tonight's separate List of Correspondence & separate Schedule of Payments to be Made).**

The Clerk referred to the former system of reporting Correspondence. A total of 33 Items of Correspondence had been received as per the List of Correspondence with the Council's Agenda; of which 27 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.4. – Land at Y Llyni, Llangyfelach & the Council's solicitors & Clerk's reply regarding the proposed lease & exclusion from the lease by the City & County of Swansea of part of the public footpath shown on the plan.**

The Clerk referred to Minute No. 203/2018 & Minute No.222/2018 above.

NOTED.

(B). **Correspondence No.18. – Swansea Rural Development Programme – Invitation to a new funding window between 1 April 2019 & 30 June 2019 to be held in Gorseinon at the Gorseinon Development Trust on 1 May 2019.**

**RESOLVED** that the Chairman &/or a Member of the Council attend this meeting.  
(11/2019).

**(C). Correspondence No.23. – Independent Remuneration Panel for Wales (Final) Annual Report for 2019 to 2020.**

The Clerk referred to Minute No. 224/2018 above.

NOTED.

**(D). Correspondence No. 30. One Voice Wales – Invoice for Membership 2019/20.**

RESOLVED that the sum of £346.00. (No VAT payable) be paid to One Voice Wales for the Council's above membership.

**(E). Correspondence No. 31. – Amended Invoice from St John Cymru-Wales for attendance of 2 No. First Aiders on Visit of Father Christmas to Llangyfelach 2018.**

RESOLVED that the amended Invoice for the sum of £96.00. (incl. £16 VAT) be not paid & the Clerk write to St John Cymru-Wales for an explanation of the amended cost of this service. (Payment deferred to next Council)

**(F). Correspondence No.33. – Request for support from the Wales Air Ambulance Charity**

RESOLVED to donate to the Wales Air Ambulance Charity the sum of £100.00.(No VAT payable).

**Minute No. 228/2018. – To consider matter 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 £12,35.94. and the Reserve Account at £21,952.83.

NOTED.

**Minute No. 229/2018. – To consider all other matters relating to Finance, including:- Payments to be Made & Requests for Financial Contributions/Donations. (See below & attached Schedule for March Council 2019).**

To whom to be paid.	Particulars of Payment.	Total Payment (incl. VAT).	VAT
(1). D.Jenkins	Clerk's Gross salary for March 2019.....	£834.77.	
	Less. Tax.	<u>167.00.</u>	
	Net salary for March 2019.....	£667.77.....	N/A

(12/2019).

To whom to be paid.	Particulars of Payment.	Total Payment (incl. VAT).	VAT
(2). HMRC Direct .	Tax N. I. Employer's C. <u>NIL</u>	£167.00.	
	Total payment to HMRC for March.....	£167.00.....	N/A
(3). St. John Cymru-Wales (Revised Bill)	Payment for 2 No. First Aiders Xmas 2018.....	£96.00.....	£16.00.
	<b>(Deferred to next Council)</b>		
(4). One Voice Wales.	Renewal of Annual Membership 2019-2020.....	£346.00.....	N/A
(5). D. Jenkins	Refund purchase of Stationery (3 No.Box Files).....	£14.00	
(6). D. Jenkins.	Sympathy Card.....	£2.50.....	£16.50..... N/A
(7). D. Jenkins.	Clerk's total expenses 2018/19 (A). BT broadband & Calls.....	£473.88.	
	(B). Travelling Expenses (735.4mls)	£330.93.....	£804.81..... N/A.

**RESOLVED** that these payments be made.

### **Requests for a Financial Contribution/Donation.**

(1). Wales Air Ambulance To support their present 3 helicopter service. £100.00.

**RESOLVED** that this payment be made.

2). Swansea Bay Age Cymru. To continue to provide their services to Swansea residents. Nil.

**RESOLVED** that no donation be made.

### **(A). Overpayment of National Insurance Employers Contribution.**

The Clerk referred to previous correspondence he had with HMRC in which he had requested clarification of the Community Council's overpayment of N.I. Employer's C.

**(13/2019).**

for April, May & June 2018 Despite numerous letters to HMRC he has now been verbal informed by the Employer's Helpline that the Council's N.I. Employer's C for April, May & June 2018 based on the Clerk's monthly salary for each respective month should have been £5.98. per month totalling £17.94. instead of the Council's payment to HMRC Direct in June 2018 for April, May & June of a lump sum £211.69. From this sum should be deducted £17.94. for the months of April, May & June 2018 resulting in a credit to the Community Council of £193.75.

The Clerk has also been verbally informed by HMRC that they do not make a refund on an overpayment on N.I. Employer's C but the Council may deduct the sum due for each future month from this sum, until this overpayment has been eliminated.

Consequently the Community Council is making no N.I. Employer's C for March 2019 but has offset the 2019 March Council's N.I. Employer's C of £18.32 against this Credit leaving the Community Council in Credit by the sum of £175.43.

The Clerk had written to HMRC for confirmation of the above & will report HMRC's reply to a future Council meeting

**(B). Chairman's Allowance 2018/2019.**

**RESOLVED** to refer this Item to the Next Council meeting.

**(C). Clerk's Expenses for 2018/19.**

**RESOLVED** as in previous years, that the Chairman of Finance & Councillor P. Gibson be authorised to inspect the above relevant costs & expenditure & if satisfied be granted plenary powers to authorise, sign & pay the relevant cheques.

**AGREED.**

**Minute No. 230/2018. – To consider any outstanding matters relating to the 2018 Christmas Festivities.**

Nothing was raised under this Minute.

**AGREED.**

**Minute No. 231/2018. – Clerk's Matters.**

**(A). To consider the appointment of an Internal Auditor.**

The Clerk reported that he had Emailed each Member a copy of the Advert for the Internal Auditor. The number of auditors that carried out work on Community Councils accounts was very limited & he therefore had sort 4 firms who carried out audit work; 2 in the private sector & 2 who carried out audit work for Community Councils. He had only received 2 replies to the advert. - one from the Internal Auditor for Killay & Upper Killay Community Councils & one from the private sector. Details of both applicants were given to the Members.

**RESOLVED** to appoint Mr R. Dolbear CPFA. of Book Keeping & Accountancy Services,

**(14/2019).**

Swansea as the new Internal Auditor for the Community Council for a period of three years, covering the financial years 2018/19 to 2020/21, subject to the Council reserving the right to terminate the contract after year one. The Auditor's annual fee is to be £200.per annum for the first two years & £240 for the third year

**232/2018. – Purchase &/or Disposal of Books, Equipment etc.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 233/2018. Planning Matters.**

**(A). Weekly Lists of Registered Planning Applications.**

The following planning applications were discussed and Observations passed at the Council Meeting held at 7.00.p.m.on 14 February 2019 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
06/2019.	-	-	-
07/2019.	-	-	-
08/2019.	2019/0448/PLD	28, Bryntywod, Llangyfelach, Swansea. SA5. 7LE.	Single storey side extension (application for a Certificate of Proposed Lawful Development).

**Council's Observations.**

**There were no Council Observations.**

09/2019. - - -

**N.B. From 1 June 2017 the City & County of Swansea are no longer providing hard copies of planning applications or the weekly list. Details of the planning applications can be viewed online at <http://property.swansea.gov.uk>**

**(B). Any Other Planning Matters.**

**None.**

**Minute No. 234/2018. – Date of Next Council Meeting – The Council's AGM.**

**RESOLVED** that the next Council Meeting will be held on 18 April 2019.

**Approved by the Council & signed by the Chairman.....Date 18 April 2019.**  
**(15 /2019).**