



Minutes of the Annual Meeting of Council
Held at Llangyfelach Church Hall, Llangyfelach
On Thursday, 9 September 2020 at 7.00pm.

Present:

Councillors: M Boyter, P R Crayford, P Gibson, D G Sullivan & M S Tribe

Clerk to the Council: Huw Evans

1 Election of Chair

Resolved that Councillor Peter Gibson be re-elected as Chair of the Council for the Municipal Year 2020-2021.

Councillor P Gibson (Chair) Presiding

2 Election of Vice-Chair

Resolved that Councillor Michael A Glover be re-elected as Vice-Chair of the Council for the Municipal Year 2020-2021.

3 Apologies for Absence

An apology of absence was received from Councillor P Baker.

4 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

5 Minutes

Resolved that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record:

i) 9 July 2020.

6 Announcements of the Chair of Council

The Chair of Council made no announcements.

7 Public Question Time

The Clerk to the Council stated that public questions had to relate to items on the Agenda and that they must be submitted no later than noon on the previous working day prior to the Meeting.

He stated that no questions had been submitted in advance of the meeting by members of the public.

8 Constitutional Matters 2020-2021

The Clerk to the Council Services submitted a report which informed Council of all necessary Constitutional Matters that needed to be attended to at the Annual Meeting of Council. Such matters would in turn enable the efficient and lawful operation of Council.

Resolved that:

- 1) The Independent Remuneration Panel for Wales' determinations in relation to Members of Community and Town Councils as set out in **Appendix A** of the report be noted.
- 2) An annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities shall not be made.
- 3) Payments be made to each Councillor in respect of travel costs for attending approved duties outside of the Community Council area.
- 4) Financial loss compensation payments be made to each Councillor, where such loss has actually occurred, for attending approved duties.
- 5) A payment to the Mayor or Chair of the Council up to a maximum of £1,500 per annum shall not be made.
- 6) A payment to the Deputy Mayor or Deputy Chair of the Council up to a maximum amount of £500 per annum shall not be made.
- 7) A Finance Committee be established comprising all Members of Council with the following Terms of Reference:

“To consider all matters relating to Finance and to make recommendations to Council.”

- 8) Councillors be re-affirmed / allocated to serve on the following Outside Bodies:

Outside Bodies	Membership
Community / Town Council Forum	Councillor P R Crayford & Clerk of Council
Llangyfelach Primary School – School Governor (Additional Community Governor) Term of Office: December 2017 – December 2021.	Councillor P Baker
One Voice Wales Meetings	Councillor M S Tribe
South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor M E Boyter
Swansea Rural Development Partnership	Councillor P Baker

- 9) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Matters subject to the Clerk having consulted with the Community Councillors via email.

9. Accounts for Payment

Resolved that the following payments be noted and retrospectively approved:

	£
Llangyfelach Church Hall - Hire 2020-2021	500.00
Rialtas Software (Full & Final Settlement)	74.40
Swan CD (Full & Final Settlement)	16.01
HMRC – Quarter 1 - 2020-2021 - Clerk	228.44
HB Enoch & Owen Ltd (Payroll)	67.20
CCS Pension Fund (Clerk) (June 2020)	252.41
Clerks Salary (June 2020 inc. 16 Hours Overtime)	761.32
CCS Pension Fund (Clerk) (July 2020)	126.21
Clerk Salary (July 2020)	395.88
EDGE IT (AdvantEdge Software) Annual Payment (Year 1 of 5 Year)	194.40
EDGE IT Setup & Training	453.60
Phillips Services Ltd. (Electricity Supply to Defibrillator)	354.80
Microsoft 365 - Annual Subscription	79.99
Clerk Salary (August 2020)	395.88
CCS Pension Fund (Clerk) (August 2020)	126.21
4 x Litter Pickers	11.96

10. Financial Reporting

a) Hire of Llangyfelach Church Hall (2020-2021) (For Information)

In accordance with the resolution of Council of 9 July 2020, the Chair of Council liaised with Mr Stacey of Llangyfelach Church and agreed a flat fee of £500 for the hire of Llangyfelach Church Hall for 2020-2021.

b) Council Bank Accounts (For Information)

The Council's Bank Accounts are now in the name of the new Clerk. The Bank has made a few errors on detail which the Clerk is working to rectify and had formally written to the Bank.

The Clerk has not been able to switch Banks for e-Banking because Banks are not currently opening new Business Accounts due to Covid-19.

The Clerk outlined the amount of credit in each Bank Account as at 28 August 2020.

11. Correspondence

The actions / comments made as in relation to the correspondence reported:

Correspondence	Actions / Comments
Llangyfelach AFC. Request for Funding.	Resolved that the Clerk investigate the legislation relating to the Community Council making payments. S137 LGA 1972.
Swansea Council. Community / Town Councils Forum. The Monitoring Officer is providing online training for Community Council's in relation to the Code of Conduct at 5.00pm on Monday, 28 September 2020.	The Clerk sent the training link to all Councillors and urged their attendance.
Swansea Council. Consultation on new Draft Supplementary Planning Guidance for Swansea: <ul style="list-style-type: none"> ➤ Revised Gower Area of Outstanding Natural Beauty (AONB) Design Guide. ➤ Trees, Hedgerows and Woodlands on Development Sites. ➤ Development and Biodiversity. 	Noted.
One Voice Wales. Guidance to Councils Holding Meetings on a Physical Basis.	Noted.

NALC (National Association of Local Councils). 2020-21 National Salary Award. The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.	Noted.
Playlist for Life - Music Dementia Charity. Free New Resources and Information.	Noted.
Crowdfund Swansea https://www.spacehive.com/movement/crowdfundswansea Have an idea to bring your local area to life? Four weeks to pitch for up to £5k and make it happen with Crowdfund Swansea.	Noted.

12. General Matters

No issues raised.

13. ICT Matters

a) Printer Ink

Resolved that the Clerk be authorised to purchase Printer Ink / Toner as required.

b) Microsoft 365

The Clerk stated that in accordance with the resolution of Council held on 9 July 2020, he had subscribed annually to Microsoft 365. This is an annual cost of £79.99. This is £20-£50 less than previously estimated.

14. Workplan 2020-2021

The Clerk stated that he was working on a Workplan and would submit it to a future meeting of Council.

15. Provision of Dog Mess Bins

The Clerk stated that as instructed he had investigated the costings relating to potentially placing Dog Mess Bins within the Community Council area specifically in the vicinity of Bryntywod. The Clerk established that there already litter bins in those areas and that dog mess could be placed in normal litter bins. He outlined the costs to the Council.

Councillor P Crayford had liaised with the relevant Officer within Swansea Council and unfortunately the parcels of land under consideration were not owned by Swansea Council.

Resolved that the issue be noted and not progressed.

16. Siting of a Bench within the Llangyfelach Community Council Area

The Council considered siting a bench within the Llangyfelach Community Council area for the benefit of all. Discussions ensued relating to potential locations for the bench and the need to consult with residents in the vicinity of where the bench may be placed.

Resolved that a consultation exercise be included in the Community Council's Christmas Magazine 2020.

17. Christmas Festivities 2020

a) Christmas Tree

The Chair stated that due to the Covid-19 pandemic, it was unlikely that the Council could operate the annual Llangyfelach Community Council Christmas Event. However, he was keen to ensure that a Christmas Tree with lights could still be sited.

There were also discussions about the possibility of a Christmas Tree being donated to the Council.

Resolved that:

- 1) The Clerk seek three quotes for the placing of a Christmas Tree, Christmas Lights, and associated electricity supply.
- 2) The Councillors follow up on any opportunities that could lead to a Christmas Tree being donated or sponsored.

b) Christmas Magazine 2020

The Chair stated that he would like to see the continuation of the Community Council's Christmas Magazine. He stated that he and Councillor P Baker were content to work on its production as an A5 Booklet.

Resolved that:

- 1) Councillors P Baker and P Gibson manage the production of the Christmas Magazine.
- 2) The Clerk seek three quotes to produce the Christmas Magazine.

18. Swansea Council – General Issues

a) Signage & Dog Mess

The Council received an e-mail asking for signage to be erected in the estate adjacent to the Cemetery stating that dogs must be kept on a leash and that their owners who do not clean up their dog's mess would be fined.

Resolved that the Clerk contact Swansea Council outlining the concern of the residents and asking for Swansea Council to take action to seek to remedy the problem.

b) Playground Revamp

The Council received an e-mail asking for a revamp of the playground within Llangyfelach.

Resolved that the Clerk reply to the resident detailing the fact that the Council had already purchased play equipment for "Y Llwyni"; however, it was awaiting its installation by Swansea Council which was delayed due to the Covid-19 pandemic.

19. Swansea Council - Planning Applications & Planning Matters.

The Clerk receives weekly e-mails from Swansea Council in relation to Planning Applications and to Planning Approvals. With regard to Planning Applications, there is an opportunity for the Council to submit its observations within a 21-day period. Given that the Council meets monthly, there is a need for a system to be adopting whereby the Clerk consults with the Councillors via e-mails and for him to respond formally on behalf of the Council.

The Clerk proposed the following system:

- i) The Clerk forward via e-mail all Planning Applications / Approvals relevant to the Llangyfelach Community Council to the Councillors.
- ii) Councillors be given a period of 5 clear working days to respond to the Clerk.
- iii) The Clerk collates the responses of the Councillors and forwards them to Swansea Council's Planning Team as the formal observations of the Council.

Resolved that the system as proposed by the Clerk be adopted.

20. Swansea Council - Highways, Footpaths, Cycleways & Bridleways.

a) Parking on Pavements

The Council received an e-mail stating that people were parking on pavements within the Council area resulting in a wheelchair user having to use the road due to the pavement being blocked.

Resolved that the Clerk contact Swansea Council and South Wales Police outlining the concern of the resident and asking that they take action to seek to remedy the problem.

b) Vehicles Speeding on Swansea Road / Need for Safe Crossing

The Council received e-mails concerned at the speed of vehicles using Swansea Road and the danger this posed to pedestrians seeking to cross the road to get to the School for example. Specific concern was expressed in relation to the junction of Swansea Road and Pengors Road due to vehicles speeding to and from Junction 46 of the M4.

Resolved that the Clerk contact Swansea Council and South Wales Police outlining the concern of the residents and asking that they take action to seek to remedy the problem.

c) Hatched Area or Bollards Required around the Defibrillator

Councillor G Sullivan had recently used an element of his Community Budget from Swansea Council for the purchase of a Defibrillator. The defibrillator had been installed on the exterior wall of the Church Hall. Councillors expressed concern that vehicles were parking tight up to the defibrillator meaning that it was often obscured from sight or inaccessible for use.

Resolved that the Clerk contact Swansea Council asking that they consider taking measures such as creating a hatched area, yellow lines or placing bollards to ensure that the defibrillator is not obscured from sight or inaccessible for use.

21. Next Council Meeting

6.00pm on Thursday, 8 October 2020.

Resolved that future Council Meetings commence at 6.00pm where possible.

The meeting ended at 8.25pm

Chair