



Minutes of Council

Held Remotely via Microsoft Teams

On Thursday, 14 January 2021 at 6.00pm.

Present: Councillor P Gibson (Chair of Council) Presided

Councillors: P Baker, P R Crayford, M Glover, D G Sullivan & M S Tribe

Clerk to the Council: Huw Evans

90 Apologies for Absence

Apologies for absence were received from Councillor M Boyter.

91 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, the following interests were declared:

- i) Councillor M Tribe declared a Personal Interest in Minute 109 "Llangyfelach Primary School - Parents, Teachers & Friends Association (PTFA) - Request for a Grant".

92 Minutes of Council

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

- i) 10 December 2020.

93 Minutes of Committee(s)

Resolved that the Minutes of the Committee Meeting(s) held on the following date(s) be received for information:

- i) Finance Committee of 10 December 2020.

94 Announcements of the Chair of Council

The Chair made no announcements.

95 Public Question Time

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

96 PCSO (Police Community Support Officers) Report

The Clerk presented the PCSO's update.

97 Accounts for Payment

The Clerk outlined those payments made since the last meeting of Council. The payments were made in line with the Council resolution of 8 October 2020 (Minute 28 "Financial Reporting - a) Council Bank Accounts" refers).

Payments	£
Clerk Salary (December 2020)	406.89
CCS Pension Fund (Clerk) (December 2020)	159.27
PAYE Income Tax & NI Contributions (Oct-Dec 2020)	305.00
HB Enoch & Owen Payroll Services (QTR ending 5 Jan 2021)	39.60
EDGE IT Systems. Finance Software Band Upgrade. Band 0 to Band 1. Allows up to £50k p.a.	74.40
Phillips Services (Wales) Ltd. Christmas Tree & Illuminations	2,399.99

Resolved that the payments be noted.

98 Financial Reporting

i) Bank Accounts - Reconciliation

The Clerk stated that the Bank Accounts - Reconciliation information had been shared with all Councillors.

99 Correspondence

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

Correspondence	Actions / Comments
One Voice Wales. Remote Training Sessions for January 2021.	Resolved that the Clerk & Councillors be encouraged to undertake courses. Contact Clerk to book.
Sight Loss Cymru. Sight Loss Awareness Training.	Noted.
University of Southampton. Covid-19 preventative behaviour and symptoms study.	Noted.
One Voice Wales. Volunteering Recovery Grant.	Noted.
Institute of Welsh Affairs. Understanding Welsh Places Project Launch.	Noted.

One Voice Wales and Save a Life Cymru. Importance of Learning CPR (Cardio Pulmonary Resuscitation) and using a defibrillator.	Noted.
Tonia Antoniazzi MP. Member of Parliament for Gower. Openreach Community Fibre Partnership.	Noted
NHS, Social Care & Frontline Workers Day - 5 July 2021. Local councils, communities and others throughout Wales are being encouraged to play a leading role in NHS, Social Care & Frontline Workers Day on 5 th July 2021, a unique day of celebration and commemoration of those that work twenty-four hours a day, seven days a week without any thought of their own safety. They are asked to do this by agreeing to raise a unique flag at 10am; participate in the Two-Minute Silence at 11am, the Nation's Toast at 1pm, Afternoon Tea at 4pm, the ringing of church bells 73 times with each ring representing a year in the 73 years of the NHS at 8pm, from within their local communities, as a 'tribute' to the Heroes of the NHS, Social Care and those that work so tirelessly on the frontline.	Resolved that: 1) The Council look to participate on 5 July 2021. 2) Councillor Mark Tribe approach Llangyfelach Scouts to see if they have a Flagpole that the Community Council could use. 3) The Clerk explore the possibility and obtain prices to install a commemorative bench on the Village Green and a normal bench at Y Llwyni.
Audit Wales. Your town, your Future! Review on the future of Welsh towns.	Noted

100 General Matters

No General matters were raised.

101 ICT Matters

No ICT matters were raised.

102 Workplan 2020-2021 & Beyond

The Clerk presented a Workplan to the Council and stated that it was a living document which would constantly be developed.

Resolved that the Workplan be noted.

Council Date	Workplan Items
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments.

	<p>c) Financial Report. d) Correspondence. e) Reports of Delegate's on Outside Bodies. f) General Matters. g) ICT Matters. h) Workplan. i) Llangyfelach Ward Councillor Update. j) Planning Applications & Planning Matters - Swansea Council. k) Highways, Footpaths, Cycleways & Bridleways - Swansea Council.</p> <p>Additional Items. Discussed as required:</p>
January	<ul style="list-style-type: none"> ➤ Budget for Next Financial Year. ➤ Set Precept.
February	<ul style="list-style-type: none"> ➤ Review Standing Orders, Financial Regulations, Asset Registers. ➤ Clerk's Appraisal.
March	-
April	-
May Annual Meeting	<ul style="list-style-type: none"> ➤ Constitutional Matters. ➤ All Committees. Elect Chair & Vice-Chair.
June	<ul style="list-style-type: none"> ➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	-
August	No Meetings.
September	Finance Committee. 6 Month Budget Monitoring.
October	<ul style="list-style-type: none"> ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
November	<ul style="list-style-type: none"> ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

103 Llangyfelach Ward Councillor Update

No updates to report.

104 Planning Applications & Planning Matters - Swansea Council

No Planning Applications & Planning matters were raised.

105 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

i) Hatched Area or Bollards Required around the Defibrillator, Llangyfelach Church Hall

The Clerk stated that Swansea Council would be arranging a site visit with Councillors P R Crayford & P Gibson, so that a solution can be found. The Clerk shall seek an update from Swansea Council.

106 Installation of a Playground at Llysgwyn / Bryn Glas, Llangyfelach

The Clerk stated that Swansea Council had provided a quote of £1,735 for a tarmac path. The Chair stated that he was meeting with Swansea Council on 15 January 2021 in relation to the Fairview Road Playground and that he would raise the issue directly with the Officer.

Resolved that the update be noted.

107 Playground at Fairview Road - Community Budget Capital - Play

Councillor D G Sullivan and Councillor P Gibson were scheduled to meet with an Officer of Swansea Council at the Fairview Road Playground on 15 January 2021.

Resolved that they provide an update to the next meeting.

108 Defibrillator on Heol Pentre Felen

The Clerk stated that he had instructed Heartbeat Trust UK to place a Defibrillator on the junction of Heol Pentre Felen & Bryn Hedydd. The Defibrillator to be situated close to the wall to utilise the illumination from the streetlight. Heartbeat Wales UK shall liaise directly with Councillors Phil Crayford and Mike Glover on exact location. Heartbeat Wales UK shall also obtain all relevant permissions etc. from Swansea Council and will invoice the Council for the work in due course.

Resolved that the update be noted.

109 Llangyfelach Primary School – Parents, Teachers & Friends Association (PTFA) - Request for a Grant

The Clerk reminded Council, that Llangyfelach Primary School PTFA had asked the Council for a donation towards their School Mural, which they estimated would cost £1,700 approximately. As instructed, the Clerk contacted the PTFA and asked for the following information:

- i) An outline of their relationship with Llangyfelach Primary School. An email from the Head Teacher confirming that the PTFA is working.
- ii) A copy of the PTFA's latest audited accounts or a statement of accounts so that the Council can assess the PTFA's financial position.

The Clerk also informed the PTFA that should Council resolve to provide them with a donation, then they would have to provide a certified written statement within 12 months of the grant detailing how the money was spent.

Should the Council award a grant, it would be doing so under the "Power of Well-being (Local Government Act 2000). Its objective being "The promotion or improvement of the social well-being of their area".

Such a grant is financially limited and must form part of the same financial limit as Section 137 of the Local Government Act 1972. That limit being £15,982.72 for the whole of the 2020-2021 financial year. This figure is calculated as £8.32 per elector and there being 1,921 electors in the Llangyfelach Community Council area on 1 April 2020.

Resolved that a grant of £1,500 be given to the Llangyfelach Primary School - Parents, Teachers & Friends Association (PTFA).

110 Community Council Vacancies

The Clerk stated that the Notice of Co-option for the two Community Councillor vacancies had been placed on the Council's website and on the notice board. A reference to it also appeared in the Christmas Newsletter 2020. Two expressions of interest had been received by the Closing Date of 31 December 2020.

One of those that had expressed an interest had to withdraw that interest due to personal circumstance. He Clerk stated that Council was to consider co-opting Major Tom Fenn RAMC as a Llangyfelach Community Councillor. The Council considered Major Fenn's expression of interest.

Resolved that:

- 1) Major Tom Fenn be co-opted as a Councillor of Llangyfelach Community Council subject to him signing the Acceptance of Office form.
- 2) A Notice of Co-option for the one Community Council vacancy be placed on the Council web page and also on the Notice Board with a closing date of noon on 7 February 2021.

111 Training

The Clerk outlined the training courses recently attended or scheduled planning to attend by Councillors / Clerk. The Clerk also suggested that the Councillors select appropriate courses from the monthly One Voice Wales training list to attend.

Resolved that the list of training be noted.

Course	Date	Attendee
Local Government Finance. Module 6	5 January 2021	Councillor M Tribe
Code of Conduct. Module 9	12 January 2021	Councillor M Tribe
Understanding the Law. Module 4	25 January 2021	Councillor M Tribe

112 Grants & Donations Policy

The Clerk stated that the Council has received several Applications for Grants & Donations in recent months. The Clerk submitted a Grants & Donations Policy for consideration. He stated that since drafting the Policy; he proposed the following amendments:

Add Paragraph 2.3 to the Policy. "Council shall consider Requests for Grans or Donations shall be considered on a four-monthly basis."

Resolved that:

- 1) The Grants & Donations Policy as outlined in the report incorporating the amendment proposed by the Clerk be adopted.
- 2) The maximum sum set side each financial year for grants and donations be determined when the Council next sets its precept in 2022; however, in the interim, the Clerk total the amounts requested to assist in informing that amount.

113 Budget 2021-2022

The Clerk stated that a Community Council must calculate its budget requirement for a financial year in accordance with Section 50 of the Local Government Finance Act 1992 and issue a precept to the billing authority. The billing authority collects the precept (charge) on behalf of Town and Community Councils under Section 41 of the above Act.

Swansea Council has informed the Community Council that the Council Tax Base 2021-2022 for Llangyfelach has been calculated as **971** Band D equivalent properties. This figure has been calculated using the valuation lists provided by the Valuation Officer on 31 October 2020.

The Finance Committee met on 10 December 2020 and resolved that they recommend to Council that:

- i) The Precept remain as £24,000.
- ii) The draft Budget 2021-2022 be approved.

The Clerk also outlined a Financial Budget Comparison 2020-2021.

Resolved that:

- 1) The Financial Budget Comparison 2020-2021 be noted.
- 2) The level of Reserves (Bank Balances) as of 31 December 2020 be noted.
- 3) Swansea Council be informed that the Precept for 2021-2022 be set at £24,000 signifying a 0% increase.

- 4) The Budget 2021-2022 be agreed.

Next Council Meeting

6.00pm on Thursday, 11 February 2021.

The meeting ended at 7.05pm

Chair