



Item No's. 7 to 23

Council – 8 July 2021

Reports of the Clerk.

7. Record of Payments (For Information)

The table outlines those payments made since the last meeting of Council. The payments were made in line with the Annual Council resolution of 13 May 2021 (Minute 23 “Constitutional Matters” refers).

Payments	£
Clerk Salary (June 2021)	406.69
CCS Pension Fund (Clerk) (June 2021)	159.27
Phillips Services (Wales) Ltd	298.72
HMRC – PAYE Income Tax & NI Contributions	305.00
HB Enoch Owen – Payroll Services	39.60
Heartbeat Trust UK – Defibrillator @ Junction of Heol Pentre Felen & Bryn Hedydd	1,250.00
Heartbeat Wales UK – 7-Year Care Package for Defibrillator at Llangyfelach Church Hall	250.00
Came & Co. Insurance. Year 2 of 3 Year Deal.	406.77

8. Financial Reporting (For Information)

i) Bank Accounts - Reconciliation

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

9. Correspondence (emailed to all Councillors)

One Voice Wales. Remote Training Sessions – June & July 2021.
Dyfed Powys Police. Mobile Phone Upgrade Scams are on the increase UK wide.
Swansea Council. Economic Recovery Fund.
Keep Wales Tidy. Free Garden Packages for your Community.
Welsh Government. Programme for Government.
Swansea Council. Planning Decision List.
Swansea Council. Patch in Llangyfelach Ward 2021.
One Voice Wales. Response to Welsh Government Consultation on Power to Trade. 11 June 2021.
Planning Aid Wales. The Value of Engagement in Planning Training - 12 July 2021.
Older People's Commissioner's Newsletter.

Cyngor Cymuned **Llangyfelach** Community Council

Swansea Council. Planning Weekly List 25 - Week ending 18 June 2021.
Swansea Council. Crowdfund Swansea: Find out how you can fund your local project at our online workshop.
Volunteer Befrienders for RNID (Royal National Institute for Deaf People).
Welsh Government. Consultation on Qualifications of Clerks in Wales Regulations.
Dyfed Powys Police. Neighbourhood Watch - Free Webinars About Scams In July.
Welsh Government. Climate Change Newsletter.

10. Delegates on Outside Bodies Report (Verbal) (For Information)

11. General / ICT Matters (Verbal)

12. Workplan (For Information)

The Workplan is a living document that will continue to develop.

Council Date	Workplan Items
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments. c) Financial Report. d) Correspondence. e) Delegates on Outside Bodies Reports. f) General / ICT Matters. g) Workplan. h) Planning Applications & Planning Matters - Swansea Council. i) Highways, Footpaths, Cycleways & Bridleways - Swansea Council. j) Training. k) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required:
January	➤ Budget for Next Financial Year. ➤ Set Precept. ➤ Set Amounts for Grants & Donations Policy.
February	➤ Review Standing Orders & Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	➤ Review Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May Annual Meeting	➤ Constitutional Matters. ➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations.

Cyngor Cymuned **Llangyfelach** Community Council

August	No Meetings.
September	Finance Committee. 6 Month Budget Monitoring.
October	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
November	➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

13. Planning Applications & Planning Matters - Swansea Council (Verbal)

A verbal report shall be provided if required.

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

i) Road Safety - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach

In accordance with the resolution relating to Minute 16 “Highways, Footpaths, Cycleways & Bridleways – Swansea Council”, the Clerk wrote to the Leader of Swansea Council and the Cabinet Member for Environment Enhancement & Infrastructure Management seeking their intervention to prioritise the installation of the crossing of the B4489 in the vicinity of the Junction of Swansea Road and Pengors Road, Llangyfelach. The Community Council also offered financial assistance to Swansea Council as a gesture of goodwill to seek the urgent installation of the crossing.

The Leader of the Council responded stating that he was very appreciative of the Community Council’s offer to contribute towards the scheme. Officers of Swansea Council are currently considering all potential funding opportunities.

Recommended that:

- 1) The response be noted.
- 2) The Clerk seek an update from the Leader of Swansea Council in September 2021.

15. Training (For Information)

The Clerk referred to the monthly One Voice Wales Remote Training Schedule. Councillors and the Clerk should regularly review their training requirements and were urged to consider training as required. Should a Councillor wish to attend training they should liaise with the Clerk.

16. Llangyfelach Ward Councillor Update (Verbal)

Councillor Gareth Sullivan, Llangyfelach Ward Councillor on Swansea Council will provide a verbal update relating to his Ward work.

17. Playground at Fairview Road - Community Budget Capital - Play

Councillor Gareth Sullivan shall provide an update at the meeting.

Recommended that:

- 1) The update be noted.

18. Defibrillators within the Llangyfelach Community Council Area

Discussions between the Council, Heartbeat Trust UK and other relevant parties are continuing.

- i) **Defibrillator at Junction of Heol Pentre Felen & Bryn Hedydd**
Heartbeat Trust UK have been instructed and paid to install the defibrillator.

Recommended that:

- 1) The update be noted.

- ii) **Defibrillator at Griffiths Waste Management, Bryntywod**
Councillor Phil Crayford shall provide a verbal update.

Recommended that:

- 1) The update be noted.

19. Swansea Council – Large Floral Planters

Alan Hughes, Horticultural Services Officer with Swansea Council has offered to meet up with a representative of the Community Council to discuss suitable locations for the placement of floral planters in future years. A Councillor volunteer or two is required.

The Council is also asked to identify suitable areas where they would like to see floral planters being placed on lighting columns. Once such lighting columns have been identified, the Clerk with liaise with the Swansea Council's Street Lighting Manager to arrange for them to be inspected for suitability.

Recommended that:

- 1) A Councillor volunteer or two is required to meet with Swansea Council's Horticultural Services Officer.

- 2) Councillors suggest potential areas for the placement of floral planters on lighting columns.

20. Promotion of Llangyfelach Community Council

The Council needs to inform the public of its work within the Community and to signpost the Community Councillors to assist the public when seeking to make contact.

It is proposed that Plaques be designed and purchased and placed on or alongside assets etc. provided by the Community Council for the Community. Such items would include Defibrillators, Benches, Floral Displays etc. It is suggested that the plaques design be:



It is further proposed that photographs be taken of the Community Councillors, together with their contact details, so that they be placed on the Website and on the Community Notice Board on the Village Green and at other suitable locations.

Recommended that:

- 1) The plaque design be agreed.
- 2) The Clerk investigate the introduction of plaques to highlight the fact that the Community Council has provided the assets throughout the Community.
- 3) The Clerk purchase several plaques so that they can be placed on publicly visible Llangyfelach Community Council assets.
- 4) The Clerk arrange for photographs of the Clerk to be taken and placed the Website and on the Community Notice Board on the Village Green and at other suitable locations.

21. Consider Requests for Grants & Donations – Llangyfelach PTFA

Llangyfelach PTFA (Parents, Teachers & Friends Association) have submitted a request for a donation towards their School's Art Project. The Llangyfelach PTFA is a Registered Charity which seeks to raise funds for resources to enhance children's education and the facilities in School in general.

An extract of the letter is set out in *italics* below:

“The school is currently embarking on an Art Project, which is aimed at developing the health and wellbeing of all our pupils throughout the school, to make it more positive, inspiring, and educational for the children. Art stimulates creativity and imagination in our children and provides visual, tactile, and sensory experiences and a special way of understanding and responding to the world.

As part of our commitment to providing a teaching environment conducive to learning ‘Bright Ideas’ will produce painted murals and transform areas of school using children’s drawings into colourful and child-friendly mural paintings which will also aim to develop literacy and numeracy skills of our children.

An example of this work will be to transform our School Hall with a timeline indicating dates and painted mural panels of history through the ages, from dinosaurs to the current day The history of Llangyfelach will also be included in the designs of this area to include Llangyfelach Church cross, the history of the well and the building of the school.

The total cost of the project is estimated between £4,500 and £5,500 and we would be very grateful for a donation to the PTFA that we are able to pass on direct to the school towards this project.”

Should the Council award the grant / donation, it would be using its power to provide grants to bodies providing recreational facilities in or outside the Community. This would be made under the Local Government (Miscellaneous Provisions) Act 1976).

Should Council decide to give a grant to Llangyfelach PTFA, it will have to follow its “Grants & Donations Policy” adopted by Council on 14 January 2021. The Policy may be viewed at <https://www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2021/02/Grants-Donations-Policy-2021Jan14.pdf>

The Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity. The application must also be accompanied by supporting documents:

- Summary of the applicant's accounts for the last financial year.
- Details of the applicant's organisation, Committee, and meeting structure, appointed officers, etc. Councillors must feel confident that

appropriate management mechanisms and financial controls are in place within the applicant's Organisation.

- Other funding sources applied for in relation to the donation concerned.

The supporting documentation have been requested and a verbal update will be made at the meeting.

Recommendation. The view of Council is sought.

22. Came & Co. Insurance

The Council insurance is currently provided by Came & Co. Insurance. The Council signed up to a 3-year deal in July 2020. The Insurance year runs from 1 June each year. The payment for year 2 has recently been paid. The premium was £406.77.

Recommended that:

- 1) The update be noted.

23. Y Llwyni, Llangyfelach – Asset Transfer

Swansea Council are seeking clarity on what the Community Council wishes to do in relation to the potential asset transfer of Y Llwyni, Llangyfelach. They state that the final legal documentation was sent to the Community Councillors solicitor in October 2018 to which the Community Council did not respond. In October 2019 Councillor Sullivan arranged a site meeting to discuss the issue of asset transfer further.

It appears that the delay is caused due to the question of responsibility of the trees on the site being passed to the Community Council. Swansea Council state that if they were to exclude the maintenance obligation for the trees it would somewhat defeat one of the main purposes of the transfer from the City Councils perspective.

Recommended that: The views of the Council are sought.

Huw Evans
Clerk to Llangyfelach Community Council